



Position Description

Position Title:	Executive Assistant
Location:	Alice Springs
Reports to:	Director, Central Australia
Hours:	0.5 FTE – 19 hours/week
Tenure:	12 month (part time) fixed term contract
Classification:	SCHCADS Modern Award Level 4-5

Background

Children's Ground is a First Nations organisation. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach, designed by First Nations people. We partner with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

Position Summary

This position will work with the Director of the Central Australia Region providing executive assistance in the management of emails, correspondence, organisation of meetings and other responsibilities that support the executive function at the Central Australian Children's Ground office.

This position sits within the Administration team who act as a central point of contact for staff, families and community at our Alice Springs Hub. The position also works collaboratively with Administration co-workers in the Top End Region and Melbourne offices to ensure admin support is consistent across all Children's Ground locations.

Key Relationships

Directly reports to:	Regional Director – Central Australia
Key Internal liaison:	Deputy Director of the Central Australia Region, Executive Assistant to the CEO, Administration team, People & Culture Coordinator, Finance, Central Australia Staff

Key External liaison: Community and guests to the centre, including government, stakeholders and funding bodies

Key Responsibilities

Communication

- Oversight and management of emails including coordination of priority responses and delegation of emails to other staff within CA and other CG sites (Melbourne and Top End)
- Coordinate process for filing emails and important documents received by email
- Manage the calendar of the Regional Director
- Provide a first point of contact for the Regional Director as required
- Ensure phone messages are collected and responses coordinated
- Assist in the preparation and drafting of correspondence

Administration/IT

- Liaise with other Directors, Governance team and staff as required
- Arrange and provide preparatory information for internal and external meetings as required and in coordination with the Administration Coordinator
- Organisation and upkeep of existing filing systems for the Management team
- Upload meeting and stakeholder information to Salesforce as required
- Minute taking, recording and distribution as requested

Systems

- Ensure continuous improvement of business administration systems (in collaboration with the broader Admin team)
- Set up processes for improved management of demands upon the Regional Director
- As systems are improved or set up, ensure process documents are in place for reference by other staff and future employees
- Provide training and support to other administration support services when requested including in the functions of Executive Assistant

Other duties

- Assist with discrete projects overseen by the Director Central Australia as required.
- Assist with discrete projects in collaboration with the Administration team/Admin Manager as required.
- Assist with coordination of visits from philanthropists and key stakeholders.

Facilities

- Support the Administration function to ensure the Children's Ground office is well-managed and the workplace is clean and functional
- Assist with other facilities management as required

Contribute to Children's Ground

- Be a positive, innovative and active member of Children's Ground
- Develop and maintain a solid, connected, respectful and supportive relationships
- Undertake other tasks as requested to support the delivery of Children's Ground activities in Central Australia
- Represent Children's Ground in key meetings as requested.

Work Health and Safety

This role will require working regularly in outdoor conditions, in extreme heat during the summer, sitting, standing and moving around in outdoor settings, including getting in and out of motor vehicles and remote location work.

Key Selection Criteria

Essential:

- Good with people (and able to work virtually with people in other locations)
- Well organised with high level computer skills and good attention to detail
- Able to focus and see jobs through excellent time management skills
- High level written skills
- Be motivated and willing to learn
- A C Class Drivers Licence or a willingness to obtain one.
- Experience in Administration and/or Executive assistance
- Willingness to undergo a National Police Check and obtain NT OCHRE Card (Working with Children Check)