

Families Australia Inc.

Position Description | Project & Office Coordinator

ABOUT FAMILIES AUSTRALIA

Families Australia is an independent national, peak, not-for-profit member-based organisation that advises the Commonwealth Government on family policy issues, especially on ways to increase the engagement of families who experience vulnerability.

Our vision is that Australian families, in all their diversity, enjoy the greatest possible wellbeing. To achieve this, we foster a national public policy environment in which family-related issues prosper.

We aim to inform and influence family policy at the highest government levels, work closely with members in developing policy, strongly advocate for the diversity and value of families, and support Aboriginal and Torres Strait Islander peoples and organisations.

Families Australia plays a key leadership role in advocating for, and helping to design and support, *Safe and Supported the National Framework for Protecting Australia's Children 2021-2031*. To support the National Framework, Families Australia established and convenes the National Coalition for Protecting Australia's Children, a 250-member grouping of leading Australian NGOs and researchers.

We also manage National Families Week – Australia's annual community-level celebration of the vital role that families play in our society – and actively contribute to several national campaigns and strategies to improve the wellbeing of Australian families, especially those experiencing vulnerability and marginalisation.

More information about Families Australia's work is available at www.familiesaustralia.org.au

Families Australia is committed to the provision of an inclusive and diverse workplace. People of all abilities, cultural and faith backgrounds, and with varied life experiences are encouraged to consider joining our team. Aboriginal and Torres Strait Islander people are strongly encouraged to apply for the role.

PRIMARY PURPOSE OF THE ROLE

Under the overall direction of the CEO, the Project & Office Coordinator is lynchpin of the organisation. In this multifaceted role you will lead and deliver discreet projects and events (such as National Families Week), be responsible for day-to-day administration of the Office and provide secretariat support to the Families Australia Board and sub committees. The role also contributes to the development of member/stakeholder bulletins and social media posts.

ACCOUNTABILITY

All aspects of the role, and the work of Families Australia more broadly, are undertaken with a high level of collegiality and cooperation across the entire staff team. The Project & Office Coordinator is accountable to the Chief Executive Officer.

RESPONSIBILITIES

The Project & Office Coordinator will:

- lead the development and delivery of designated projects and events per funding agreement requirements;
- support the delivery of policy forums and member engagement activities;
- contribute to website/social media content development – including basic website administration;
- lead day to day administration of the office - general office administration duties, financial management processes, maintaining member database records, managing office supplies etc.;
- Board/committee meeting administration – minute taking, record keeping, meeting co-ordination; and
- prepare correspondence and written reports as required.

SELECTION CRITERIA

Skills and experience for the role include:

- a highly organised individual with well-developed interpersonal skills, excellent written and oral communication skills;
- a self-starter with a positive ‘can do’ attitude with a willingness to learn, and take on new opportunities;
- event management and project co-ordination skills;
- information technology skills – basic website administration, social media messaging, electronic information campaigns (e.g., distribution of newsletters, email bulletins, messages etc. through *MailChimp* or similar software);
- office administration and secretariat support experience, including minute-taking skills;
- capacity to work in a culturally appropriate manner with diverse stakeholders, especially in relation to Aboriginal and Torres Strait Islander families and communities;
- capacity to work effectively and harmoniously in small teams; and
- relevant qualification/s and experience, e.g. event management, project delivery, office management, information technology, business administration.

CONDITIONS OF EMPLOYMENT

Terms of employment for the position will be provided in a contract to be entered into between the Chief Executive Officer and the successful applicant. Key conditions include:

- the position is offered to 30 June 2024 on a part-time basis, with the possibility of extension;
- 30.0 hours per week (0.8 FTE). Additional hours could be negotiated (dependent on breadth of duties); and
- annualised full time salary range \$75,000 - \$85,000 approx. (SACS Modern Award Grade 4/5) plus:
 - eleven per cent employer superannuation contribution; and
 - six weeks annual leave (equivalent to).

LOCATION

The position is based in Canberra. Families Australia has a strong commitment to flexible work, including capacity to incorporate working from home arrangements for some aspects of the role.

ELIGIBILITY

To be eligible for this position you must:

- hold or successfully obtain an ACT Working with Vulnerable People registration.

NGUNNAWAL COUNTRY

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