

Volunteer Position Description

Title: Administration Assistant, International Programs (Volunteer Position)

Workload: Flexible depending on availability.

However, given the time investment to train a volunteer, we would need a minimum commitment of approximately 120 hours. This can be 8-10 hours, ideally across two days per week for up to 12 weeks, or this could take the form of intensive blocks across 2-4 weeks.

About UnitingWorld

UnitingWorld is an agency of the Uniting Church in Australia. We collaborate internationally to address the causes and consequences of poverty, injustice, and violence. We work with partners in Asia, Africa and the Pacific in poverty alleviation, gender equality, disaster readiness and leadership development.

We translate rigorous sustainable community development principles through the lens of our Christian faith. We help to build leadership and organisational capacity. We partner for the long haul. We strive to build an international community, helping connect our partners with each other and our own church.

We maintain the highest standards for international development in Australia by being a member of the Australian Council of International Development (ACFID), a signatory of their Code of Conduct, and by being accredited by the Department of Foreign Affairs and Trade (DFAT) to receive Australian Aid funding. We are also members of the Fundraising Institute of Australia and of the international ACT Alliance network.

Purpose of the Position

UnitingWorld is fully accredited by DFAT and goes through a robust due diligence process every five years. DFAT support is critical so that we can continue supporting our life-changing projects to make a real impact.

This role will provide administrative support in preparation for our upcoming re-accreditation assessment.

This volunteer role could suit students looking for office experience, parents considering returning to the workplace, career changers seeking insight into work in the Not-for-Profit sector, or late-career professionals wanting to do community service.

Working relationships:

Reports to: Programs Operations Manager

Works alongside: International Programs Team

Location

Preferably in our Sydney CBD office but flexible arrangements can be made.

Responsibilities

- Participate in training to be confident using our online filing system (SharePoint) and customer relationship management system (Salesforce)

- Search our SharePoint for key documents
- Check documents are saved/filed in the correct locations
- Check file names are in line with the UnitingWorld file naming convention
- Check project data on Salesforce is up to date
- Follow policies and confidentiality to safeguard data and information
- Maintain communication with the Program Operations Manager, advising of progress
- Provide other administrative support

Skills & Experience

1. Experience using Microsoft Office, especially Microsoft Word
2. Experience using a web-based filing system
3. Adept in picking up new technology, especially electronic systems and software
4. Ability to learn quickly
5. Attention to detail
6. Ability to handle and maintain high-level of confidentiality and common sense regarding sensitive information

We prioritise the safeguarding of all people, including the prevention of sexual exploitation, abuse and harassment, and the protection of children. Employment (including volunteer roles) and engagement are conditional upon the outcome of appropriate checks.

How to Apply

Please email your cover letter and resume to Mya Rae myar@unitingworld.org.au