

Position Description

Title: Executive Assistant to the National Director

Workload: 0.6 FTE (negotiable)

Purpose of the Position

The purpose of the position is to provide administrative and logistics support to the National Director, the Board and Board Committees and office management for the Agency.

Business Context

UnitingWorld collaborates with churches across the Pacific, Asia and Africa to deliver programs that address poverty and injustice and build leadership and institutional capacity.

UnitingWorld is an agency of the Uniting Church in Australia (UCA), working exclusively through collaboration and relationships with partner churches in our region. The relevance and effectiveness of UnitingWorld programs is built on the foundations of strong partnerships between churches, based on shared faith and history.

UnitingWorld programs focus on themes that are significant existential issues for our partners: poverty alleviation, gender equality, disaster/climate change preparation and leadership and organisational capacity. UnitingWorld interprets the rigorous principles of sustainable community development through the lens of our Christian faith, is committed genuine mutuality with our partners, transparency, accountability and strong governance.

UnitingWorld has a strong supporter base within the UCA, from an older demographic. We are pursuing strategies to engage and inspire new generations, inviting them to join in a movement that brings transformation to vulnerable communities overseas, and challenges and grows our supporters to live lives of purpose and integrity.

Working relationships:

Reports to: The National Director

Team: The Executive Assistant is also part of the Operations team which includes the National Director, the Head of Operations and Head of Finance. This team has overall oversight of the smooth functioning of the organisation, supporting the culture, efficiency and productivity of all staff, and maintaining a healthy, supportive and high performing workplace.

External: UnitingWorld shares office space with other parts of the UCA Assembly and liaison with Assembly staff, particularly the administrative staff will be part of the job.

Location of Role

Sydney based with flexibility for working from home available.

Key Responsibility Areas

1 Provide comprehensive executive assistance to National Director

- Diary management to meet priorities and competing deadlines;
- Support meetings: scheduling, participant needs, room bookings, equipment and catering and scribing, as required;
- Supporting correspondence on behalf of the National Director, ranging from inbox monitoring to formal letter writing in a timely manner;
- Organise/schedule and coordinate all travel and accommodation for the National Director and manage supporting documentation;
- Support the National Director with ad hoc project work;

2 Secretariat support for governance bodies

- Arrange meetings, travel and all relevant documentation for governance meetings;
- Take minutes, catalogue resolutions and track actions items;
- Maintain record keeping of governance documentation;
- Support the work of the Board and Committees as required;
- Manage expenditure in line with budget for the Board and Committees.

3 Office management and human resources support

- Organise logistics for staff events, including annual retreat;
- Support administration relating to induction and offboarding of staff;
- Maintain HR records such as compliance checks, training records and distribution of technology (ie laptops, phones etc);
- Assist in organising the hosting and hospitality of overseas and Australian visitors;
- Support warm and supportive workplace culture;
- Manage expenditure in line with budget for above activities.

4 Undertake other additional duties as directed.

Skills & Experience Necessary

Essential

- Extensive experience in Executive Assistance, administration and office management;
- Superior oral and written communication skills;
- High level of proficiency with workplace computing software (in particular, Microsoft Suite) and demonstrated ability to learn to use new apps;
- Demonstrated skills and experience to develop positive relationships, particularly those that are cross-cultural;
- A high level of maturity and demonstrated ability to exercise discretion and maintain confidentiality;
- Experience in preparation and finalization of executive documentation, including meeting minutes, board reports and other reporting;
- Demonstrated ability to work both autonomously and as part of a team;
- Demonstrated ability to achieve challenging outcomes, successfully manage competing priorities, meet deadlines, work under pressure and have excellent time management skills;
- Preparedness to work within the ethos and practice of UnitingWorld and the Uniting Church in Australia;
- Must have the right to live and work in Australia (citizen or PR);
- Must have national police clearance and Working With Children Check;

Desirable

- Experience in community services or not-for-profit sector.
- Experience using Salesforce and Sharepoint
- An understanding of church or faith based organisations.

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