

Administration Support Worker Position Description

1.0 POSITION TITLE

Administration Support – CHIFVC and Collaborative Network Hub.

2.0 HOURS

Full time hours (1.0EFT).

3.0 SALARY

This position is located within Level 4 of the SCHADS Award, pay point dependent on skills and experience. In addition, employer superannuation guarantee and salary packaging as per WHG policies will apply, including an additional 2% employer superannuation contribution. Annual leave variations can be purchased up to a total of 8 weeks annual leave per year [48/52]. Generous professional development opportunities are available.

4.0 LOCATION

The position is based in Ballarat, with occasional travel possible across the Central Highlands. A vehicle is available for work related travel.

5.0 TERM OF EMPLOYMENT

This is a fixed term position for 12 months, subject to successful completion of 3 month probationary period. Contract may be renewed annually pending ongoing funding and a successful performance review.

6.0 PERFORMANCE REVIEW

Performance Appraisal and Development as per the WHG policy.
Satisfactory Criminal Record and Working with Children's Checks are required.

7.0 BACKGROUND

Women's Health Grampians (WHG) provides women's health and wellbeing leadership, advice and support to policy makers and service providers. Priority areas include the prevention of violence against women, gendered advocacy and sexual and reproductive health. WHG auspices the funding for the Central Highlands Integrated Family Violence Committee (CHIFVC) and provides office space for the this role.

The CHIFVC is one of a network of statewide committees, whose role is to identify and prioritise local and regional issues within the statewide reform network, focusing on and leading regional work to achieve its priorities and drive greater integration of family violence services. The CHIFVC employs a Principal Strategic Advisor (PSA) who leads the work for the Committee.

The Central Highlands Collaborative Network (CN) is a joint initiative of Central Highlands Department of Health and Human Services, CHIFVC, Central Highlands Homelessness Alliance (CHHA), Central Highlands Family Services Alliance (CHFA), and Central Highlands Care Services Alliance (CHCSA). The initiative recognises that we can achieve better things with and for Central Highlands communities if we do them

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together. The Collaborative Network provides a mechanism for combining the collective wisdom, resources, influence and authority across the community sector.

The Central Highlands Homelessness Alliance (CHHA) is a network of agencies who deliver Specialist Homelessness Services in Ballarat, Hepburn, Bacchus Marsh, Ararat and surrounding areas. The CHHA provides sectorial oversight of homelessness services, with focus on data, advocacy, and workforce development. Through collaborative, outcome-focused strategy, the CHHA aims to end homelessness in the Central Highlands region.

The Central Highlands Family Services Alliance (CHFSA) comes together to provide opportunities for Community Sectors Organisations (CSO's) to work collaboratively with others who are focussed on helping children, young people and their families through the Family Services system. The CHFSA has representatives from agencies funded to deliver and manage Family Services in Central Highlands.

The Central Highlands Care Services Alliance (CHCSA) brings together those agencies within the area that provide out of home care placements for children or young people who can not live at home, along with the supports that assist young people who are no longer living at home. The CHCSA has representatives from agencies funded to deliver care services in Central Highlands.

8.0 SUMMARY OF RESPONSIBILITIES

Under direction, the Admin Support Worker will:

- Provide project support to CHIFVC and its Principal Strategic Advisor and the three other PSA's and Alliances.
- Support the collection and presentation of relevant data and resources
- Develop and maintain effective communications within WHG, CHIFVC, the Collaborative Network and with wider stakeholders
- Contribute to a positive workplace culture with a focus on collaboration and teamwork

9.0 KEY RESPONSIBILITIES

9.1 General Administrative Duties.

- Prepare agendas and record accurate minutes of meetings of the various alliance committees, working groups and other meetings as required
- Maintain the CHIFVC and Alliance's databases with relevant and up to date information
- Provide a range of administrative duties as required including dealing with enquiries, maintaining and updating mailing lists and memberships.
- Manage invoices and accounts and liaise with WHG Financial Manager to ensure timely payments
- Data collection, development of documents and marketing materials for Alliances and Committee
- Maintaining subscriptions across various platforms for all Alliances and Committee

9.2 Partnership Development and Capacity Building

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- Assist in organising key events: workshops, information briefings, and forums, including management of Eventbrite pages
- Scheduling regular meetings and keeping invitations up to date with relevant meeting papers
- Maintain an up to database of partners and stakeholders
- Supporting cross-Alliance/Committee networking and information sharing

9.3 Communication and Reporting

- Contribute to the CHIFVC and other Alliances' Communication Strategies
- Support staff in writing and production of regular updates
- Support maintenance of the CHIFVC website
- Support staff in development of presentations to a high standard, including PowerPoint and other methods of presentation
- Using Basecamp as a communication platform, maintain memberships and upload relevant information on a regular basis

9.4 Project Support

- Assisting in the development of specific projects including branded marketing materials, management of associated platforms and oversight of project database

10.0 ORGANISATIONAL RELATIONSHIPS

- Day to day supervision will be provided by the CHIFVC PSA
- Probation and performance reviews will be managed by the PSA, in conjunction with WHG CEO or her delegate
- The employment policies and procedures of WHG apply to all aspects of this position.

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11.0 KEY SELECTION CRITERIA

- Commitment to organisational vision, mission, and approach
- Solid experience in administration, particularly minute taking and record keeping
- Demonstrated experience in office systems and processes
- Excellent time management and organisational skills
- Knowledge of and experience in using Basecamp or similar database
- Proven event planning and coordination skills, with the ability to set priorities, meet deadlines, initiate and follow up actions
- Highly developed interpersonal, communication and writing skills
- Sound computer skills including the Microsoft office suite of products, and expertise with general operation of computers and server systems

12.0 FURTHER INFORMATION

For further information: contact Jess Cadwallader, on 0417 641 088 or email: jess@whg.org.au.

Visit the websites at www.chifvc.org.au <http://www.whg.org.au>

13.0 APPLICATION

Forward your application and completed selection criteria to marianne@whg.org.au

Applications close Sunday, 1st May at 11.59pm

WHG is committed to providing a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people from culturally and linguistically diverse backgrounds, mature age workers and lesbian, gay, bisexual, transgender and intersex (LGBTI) people.