



Job Description

Name	TBC
Job Title	Executive Support
Division	Administration
Position type	Full-time based in the Sydney office.
Reporting & working relationships	This position will be tasked by the Strategic Management Group (SMG) and report to the Administration Manager. In addition, this role will have complex working relationships. The SMG is a five person leadership group made up of the CEO, Deputy CEO, Director of Public Affairs, International Programs Director and Director of Business Operations. This position will be part of the Administration team.
Date	January 2010

Role summary & time allocation	% time
This role will provide high level administrative support to the SMG. Major responsibilities include: <ul style="list-style-type: none"> • Executive support to the CEO • Executive support to the Board and the rest of the SMG • Member engagement • Manage various NGO compliance matters • Other corporate administration 	30 40 10 10 10

Responsibilities and related tasks	Performance objectives
<p>Executive support</p> <p>CEO</p> <ol style="list-style-type: none"> 1. Acting as first point of contact regarding request, enquiries and mail to/for the CEO and determining what is urgent and needs to be brought to the CEO's attention. 2. Delivering effective diary management for the CEO by prioritising and organising meetings. 3. Providing such other support as required. <p>Board & SMG</p> <ol style="list-style-type: none"> 4. Provide executive support to the SMG such as managing correspondence, appointments and meetings (nationally and internationally), maintenance and management of files as well as undertaking other tasks as required. 5. Work with the Corporate Support to ensure travel needs and venue bookings for the Board and SMG are met efficiently and effectively. 6. Organise to take minutes for key organisational meetings eg AGM, Board, Board Committees, SMG, and Management meetings. 7. Preparation of meeting papers and following up on any action required. Ensure all key documents and correspondence is accurately filed. 	<p>Ensure that the CEO and SMG have effective and efficient administrative support.</p> <p>Ensure all documentation produced is of satisfactory quality, distributed to the relevant parties and by specified deadlines.</p> <p>Ensure minutes register is maintained.</p> <p>Efficiently complete specific requests and be proactive in initiating, monitoring and coordinating tasks that relate to these responsibilities and related tasks.</p>

<p>8. Undertake specific projects as required eg. Updating the annual organisational calendar.</p>	
<p>Member engagement</p> <ol style="list-style-type: none"> 1. Support and manage a comprehensive membership strategy as directed by the Nominations Committee, CEO and Deputy CEO. 2. Manage the administration associated with membership of The Foundation, including the approval process for new members, inclusion in database and membership register as well as any notices, correspondence, mail-outs and general communication. 	<p>Implement the agreed member engagement strategy.</p> <p>Ensure all documentation is produced to a satisfactory quality, filed properly, distributed to relevant parties and distributed within specified deadlines.</p>
<p>NGO compliance matters</p> <ol style="list-style-type: none"> 1. Monitor and attend to statutory requirements including the lodgement of statutory returns, notices and related documentation. 2. Prepare and lodge other returns and notices required for maintaining Charity status. 3. Maintain Board papers, minutes and required documentation as well as the Company Seal and Member registers. 4. Assist with compliance for ACFID and AusAid accreditation as well as contribute to maintaining the governance sections of the Policies and Procedures Manual. 	<p>Monitor deadlines and ensure all documentation is completed within the required timelines.</p> <p>Records are current, accurate and filed appropriately.</p>
<p>Other corporate administration</p> <ol style="list-style-type: none"> 1. Liaise with Deputy CEO to: <ul style="list-style-type: none"> - manage Board budgets and expenditures - coordinate the review of the Corporate section of policies and procedures. 2. Liaise with the Administration Manager to: <ul style="list-style-type: none"> - manage other corporate administrative projects as required 3. Provide back-up support for general office administrative tasks when required. 	<p>Monitor deadlines and ensure all documentation is completed within the required timelines and is recorded accurately and filed appropriately.</p>
<p>Other duties Compliance and reporting</p> <ol style="list-style-type: none"> 1. Participate in administration meetings 2. Understand and comply with The Foundation's policies and procedures. 3. Undertake training as required. 4. Other duties as may be directed by the Administration Manager, CEO or the SMG. 	<p>Ensure full compliance with FHF policies and procedures</p> <p>Other performance objectives will be agreed when other duties arise.</p>

Authorised by HR Manager

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Victoria Lipa

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Date

This job description defines the broad responsibilities of this position. Please refer to the workplans for more specific details of the strategies and performance indicators.

I have read, understood and agree to meet the requirements of the job description.

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Name

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Signature

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Date