

JOB DESCRIPTION | ADMINISTRATION OFFICER

JOB OVERVIEW			
JOB TITLE	Administration Officer		
DATE LISTED	February 2024	CLOSING DATE	TBA
JOB LOCATION	Drouin, VIC	ORGANISATION	Mindfull Aus Registered Not for Profit Charity
CONTRACT TYPE	TBC	% EFFORT or WEEKLY HOURS	Part-Time - TBC Days subject to increase upon review by CEO
REPORTS TO	CEO	SALARY RANGE	Commensurate with experience
POSITION DETAILS			
JOB PURPOSE	Located in Drouin in West Gippsland Victoria, this is an amazing opportunity for someone with strong organisational and administration skills and the ability to turn their hand to a wide range of diverse tasks, to join a progressive and inspiring mental health and wellbeing charity, empowering our youth of today so they can enjoy a better tomorrow.		
DUTIES AND RESPONSIBILITIES	HR Duties: <ul style="list-style-type: none"> Individual support to staff, as first response (then referral to CEO as required) Manage Volunteer Coordination. Organising team training days Drive recruitment processes in collaboration with CEO Chairing and managing team meetings Maintaining personnel records incl. leave applications Manage CEO activities – accountability & regular communication HR Process development and reviews 		Organisational Administration: <ul style="list-style-type: none"> Reception duties including welcoming and greeting clients on arrival, preparing meeting rooms for appointments, and attending to attendees' refreshment needs. Occasional grant writing in collaboration with Grant Writer Solicit bookings for workshops, presentations & speaking engagements in conjunction with schools, communities, sporting clubs. Create scope of works for projects in conjunction with CEO Program Facilitation delegation to facilitators. Maintaining client records and company database Holding staff accountable re systems System development and reviews. Coordinating and managing the inventory supply, distribution and record keeping of apparel, merchandise and stock and materials and resources required for training, workshops and events
	Event & Project Management <ul style="list-style-type: none"> Delegating event and/or project tasks Assist in event co-ordination Liaise with crew leading up to and at the event Holding coordinators accountable re events and/or projects Event process development and reviews Gathering feedback, reviews and testimonials from services. 		Finance & Accounting: <ul style="list-style-type: none"> Bookkeeping incl. purchases, sales, receipts & payments Creating budget reports for events Grant management and acquittal reporting Debt collection Accounting system development and reviews
	KEY RELATIONSHIPS <ul style="list-style-type: none"> Board of Directors, CEO Program & Events Coordinator Casual, contract, and volunteer staff 		
PROFESSIONAL DEVELOPMENT	As part of the Mindfull Aus Team, the Administration Officer will participate in leadership activities as required. YMHFA & MHFA Training, SafeTalk, ASIST training, and QPR will be provided, when available. The Administration Officer will be entitled to apply for professional development opportunities offered beyond Mindfull Aus, upon request.		
QUALIFICATIONS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> General Accounting & Bookkeeping Office Administration and Operations General Human Resources Management 		

REQUIRED SKILLS	<ul style="list-style-type: none"> ● Strong interpersonal skills with an ability to interact and work harmoniously with others, while being prepared to take on individual responsibilities. ● Ability to develop, implement and review processes and procedures. ● Ability to oversee and manage direct and remote staff ● Excellent communication written and verbal ● Excellent relationship building ● Strong organisational, administration, and coordination skills
KEY QUALITIES	<ul style="list-style-type: none"> ● A passion to make a difference in the mental health and wellbeing space. ● Excellent communication skills – you love connecting with people. You're naturally empathetic and compassionate and enjoy dealing with all kinds of people and personalities. ● Strong time management, organisation, and administration skills. ● A love for being kept busy and handling diverse and multiple tasks. ● A strong work ethic that is proactive and service-driven, with the ability to work autonomously as well as part of a team. ● Proficient with technology – you will work with a variety of programs and databases and previous experience with Xero and Microsoft 365 (all programs) is essential. ● An openness to learn and grow, personally and professionally.

REVIEWED BY: NAME & TITLE	Matt Runnalls CEO and Founder	DATE APPROVED	
		DATE REVIEWED	01 February 2024