



POSITION DESCRIPTION

POSITION TITLE:	EXECUTIVE ASSISTANT
OFFICE LOCATION:	National Council Secretariate, Deakin West.
REPORTS TO:	National Council Chief Executive Officer
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> • National President through the Chief Executive Officer • Members of National Council through the CEO • Executive Officer & other National Secretariate staff • State/Territory Chief Executive Officers • State/Territory CEO Personal Assistants • National Council Standing Committees & Advisory Committees
CONDITIONS OF EMPLOYMENT:	Individual 11 week non-ongoing employment contract NOTE: This engagement is to cover a period of leave, there is no possibility of an ongoing engagement.
HOURS OF WORK:	Full time – 76 hours per fortnight
SALARY:	SCHADS Award Level 7 plus 11.5% SGL.

OUR PURPOSE AND VALUES

The Society is concerned not only with alleviating need but also with identifying the unjust structures that cause it. (The Rule, Part I, Article 7.1)

MISSION

The St Vincent de Paul Society is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

VISION

The Society aspires to be recognised as a caring lay Catholic charity offering a 'hand up' to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

ST VINCENT DE PAUL SOCIETY NATIONAL COUNCIL OF AUSTRALIA INC.

The St Vincent de Paul Society has lent the hand of support to Australians experiencing disadvantage for almost 170 years. Almost 45,000 members and volunteers dedicate their time and talents to this important work in communities across the country.

As well as visiting individuals and families in their homes, the Society runs a range of programs to support people experiencing homelessness; family violence; mental illness; help for migrants and

refugees; supported employment; addiction services; education and training; youth support services and Vinnies shops.

At the core of the Society's good work is a grassroots commitment to helping people break their own personal cycles of disadvantage. Our members and volunteers are on the ground, every day, acutely aware of the hardships that impact the social fabric of modern-day Australia.

ABOUT THE POSITION

The position of Executive Assistant provides a full range of timely administrative and executive support and related services to the Chief Executive Officer.

In this position the Executive Assistant will have responsibilities to ensure smooth interface and interactions when liaising with key stakeholders who hold relationships with the Society through the Chief Executive Officer including:

Domestic

- National President Deputy President Directors of the Board
- Directors of State and Territory Councils where required
- Chief Executive Officers of State and Territory Councils and other Society entities and their respective Personal Assistants
- Ministers and politicians
- Government officials and departmental officers

International

- Office holders appointed by the Society Council General International
- National Presidents, volunteer office holders and employees from overseas National Councils.

KEY BUSINESS DRIVERS

This position is directly responsible to the Chief Executive Officer for the following KBDs

1. Organising internal and external meetings and liaising with stakeholders
2. Management of incoming emails
3. Diary management
4. Coordinating travel and accommodation arrangements
5. Assisting with the preparation of high-quality documents, reports and letters
6. Formatting of documents prepared by the Chief Executive Officer
7. Preparation, coordination and distribute of Board Agenda, Board Packs and other relevant papers/information for meetings
8. Organisation of the meetings of the Board of Directors including logistics, event planning, IT set up.
9. Organisation of Board Standing Committees and Advisory Committees meetings.
10. Other duties may be required, as directed, commensurate with skills and abilities.

These KBDs cannot be delegated without the authority of the CEO or their delegate. Other duties may be required, as directed, commensurate with skills and abilities.

OH&S RESPONSIBILITIES

National Council recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our companions and our residents), that is safe and healthy.

The **Executive Assistant** is responsible for ensuring that the activities they perform are conducted in accordance with the Association's Occupational Health and Safety Management System and in a manner that minimises the risk of injury or ill health to all people affected by the activity. Where the risk of injury or ill health cannot be eliminated completely the **Executive Assistant** working with the Chief Executive Officer is to ensure that appropriate and effective controls are documented and implemented to reduce the risk as far as practicable.

PROFESSIONAL DEVELOPMENT

This role is non-ongoing subsequently there are no professional development opportunities available.

SELECTION CRITERIA

ESSENTIAL

- Demonstrated experience in providing support to C-level positions or the capacity to deliver such support services with short-term supervision.
- Excellent written and oral communications skills.
- Eye for detail and accuracy.
- Demonstrated time management skills, including the ability to prioritise, manage multiple tasks and meet deadlines.
- Demonstrated ability to work independently with limited direction.
- Demonstrated capability to prepare data visualisation.
- Demonstrated understanding of, and commitment to, the principles of equity, diversity, continuous improvement, risk management, and occupational health and safety.
- Demonstrated and proficient ability to use Microsoft Office Programs including VISIO, Adobe, Publisher and other software packages that assist the work of the Chief Executive Officer.
- Highly motivated to achieve successful outcomes.
- Ability to manage sensitive and confidential information.

DESIRABLE

- Graphic design skills.
- Experience working in a not-for-profit environment.

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION

	Frequency		
	Often	Sometimes	Rarely
Bending			✓
Computer based tasks	✓		
Driving			✓
Kneeling			✓
Lifting			✓
Sitting	✓		
Standing		✓	
Walking		✓	

CULTURAL FIT

In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the Society’s Mission, Vision and Values and will bring a collegial and collaborative approach when working with the Society’s workforce.