

AUSTRALIAN COMMUNITY PHILANTHROPY (ACP)

ADMINISTRATION OFFICER

POSITION DESCRIPTION



Title	Administration Officer
Reports To	Executive Officer
Term	Casual, approximately 15-20 hours / week
Location of role	Remote

OVERVIEW

Australian Community Philanthropy (ACP) is the peak organisation for community foundations (CFs) in Australia. Founded in 2007, ACP is a company limited by guarantee and registered as a charity with ACNC.

ACP is a member-based organisation. It supports its members with networking, learning and development opportunities, and works to raise the profile of the community foundation sector through advocacy, research and external relations activities.

ACP has traditionally worked with very lean resources. The company is currently building its internal capacity for growth and scaling. Engagement of a dedicated Administration Officer, initially on a casual basis, is a key component of this plan.

ROLE

The Administration Officer will be responsible for a broad range of administration tasks; deliver professional support to the Executive Officer, Board, Committees, and members; and coordinate events and meetings.

TASKS & RESPONSIBILITIES

The accountabilities of the Administration Officer role are:

1. *Meeting support:*

- Scheduling of Board and Committee meetings (mostly via zoom)
- Contribute to preparation of meeting papers under guidance from the Executive Officer, and ensure timely distribution
- Attend meetings; minute taking
- Follow up on action items where appropriate.

2. *Office systems, policy, and procedures:*

- Primary responsibility for working with external consultant to set up new fit-for-purpose IT infrastructure for ACP, transfer legacy data and documents to new structure, and document

new set-up

- Support Executive Officer with drafting or updating and standardising policy and procedures documentation
- First point of contact for support queries from users of online facilities and tools

3. Membership administration and database:

- Manage administration of the membership renewal cycle, including collection of ACNC data, invoicing, member liaison and database updating.
- Organise, update and regularly maintain the CRM database (Airtable), including ongoing responsibility for data quality.
- Review and improve user documentation for the database.

4. Book-keeping / financial administration:

- Invoicing, process accounts payable batches online, regular bank reconciliation, follow-up on outstanding payments.
- Cyclical downloading of standard financial data from Xero in preparation for Board reporting and grant reporting / acquittals.
- Monitor grant reporting deadlines and contribute to reports as required.

5. Communications:

- Monitor incoming inquiries via email and website and action appropriately.
- Prepare and edit correspondence, presentations, reports, and other documents.
- Support and back-up for Communications Coordinator in relation to website updates and publication of fortnightly e-news, including data management of Mailchimp audiences.

6. Events: administrative support for events, including

- Logistics / scheduling
- Organising and liaison with speakers
- Organising quotes, liaison with suppliers (e.g. venues, caterers, A/V providers)
- Work closely with Communications Coordinator on event collateral (promotion, running sheet, briefing notes, presentations, hand-outs, name tags, evaluation surveys etc)
- Manage pre-event inquiries.
- Attend events and provide on-the-ground support, including trouble shooting.

CAPABILITIES REQUIRED

- First class organisational and communication skills
- Ability to operate professionally at all levels and interact effectively with key stakeholders to further the goals of ACP
- Experience providing administrative support at a high level
- Basic knowledge of WordPress website updating and use of Mailchimp

- Proficient computer skills with in-depth knowledge of MS Office Suite, cloud-based file systems, and databases
- Some experience with financial administration would be highly regarded; willingness to achieve operational proficiency for book-keeping tasks in Xero.
- Bachelor's or Certificate level qualification.

PERSONAL ATTRIBUTES

- Integrity, reliability, honesty, trustworthiness
- Commitment to delivering high quality outcomes as agreed, through attention to detail and accuracy and ability to prioritise and manage time effectively
- Significant personal accountability, with ability to work with a high level of autonomy as well as work as part of a team
- Initiative, resourcefulness and self-motivation, with ability to work well unsupervised
- Flexibility, a can-do attitude, and a sense of humour.

KEY PERFORMANCE INDICATORS

- Organised, efficient, and effective operations
- Database, membership and accounts processing up to date and accurate
- Measurable progress in establishing better office systems and procedural documentation
- Successful meetings and events.

SPECIAL CONDITIONS

From time to time, there may be opportunities to take on short term project tasks in addition to the regular administrative work. ACP would be particularly interested in candidates who have some flexibility to commit to additional hours as and when available.

HOW TO APPLY

To apply, send a letter explaining why you are interested in this role and a resumé summarising your skills and experience (in PDF format) by **COB 27 January 2021** to

info@australiancommunityphilanthropy.org.au

SELECTION PROCESS

- Applications will be reviewed and processed as they are received.
- Shortlisted candidates will be interviewed. Interviews may be held via zoom.
- You must provide details for at least two recent referees.
- The position is available immediately. Candidates available with short lead time preferred.

More information: <https://www.australiancommunityphilanthropy.org.au/>