

Position Description – Executive Assistant

Position Title:	Executive Assistant
Terms of Employment:	Ongoing
Hours	Part-time (4 days / 30.4 hours per week)
Reporting to:	CEO
Location:	Level 1, 63 Thomson Street, Belmont.
Employment Conditions	In accordance with the Community Legal Centres Multi Business Agreement, Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS), and applicable legislation
Probationary Period	A three-month probationary period applies, which may be extended by an additional three months. Employment is subject to a satisfactory Police Check.
Salary	Social and Community Services Employee - Level 4 – 5 dependent on experience. Full time equivalent base salary range \$77,577 - \$88,761 per annum (paid pro rata) plus superannuation, annual leave loading and non-profit salary packaging benefits (up to \$18,400 of your income could be tax free).

Barwon Community Legal Service

BCLS Vision

A just society in which all people have equal access to, and status under, the law; and a legal system which is humane, fair and equitable.

BCLS Mission

To challenge systemic disadvantage and enable our priority communities to access the support they need to understand their legal rights and overcome their legal problems.

About BCLS

BCLS is an independent not-for-profit community-based organisation, serving the local government areas of City of Greater Geelong, Borough of Queenscliff, Surfcoast Shire, Colac Otway Shire and some regions of Golden Plains Shire since 1986. The service is an incorporated association governed by an independent Board of Directors and receives funding from a number of sources to deliver services across a range of program areas.

Services currently offered include legal information, referral, advice, casework, social work and education for members of the local community. Our model of service provision ensures that work undertaken is reviewed for emerging patterns and trends, and that issues requiring structural change or political intervention are identified and addressed through advocacy, community education and social policy initiatives.

Position Purpose and Context

The executive assistant will provide day-to-day support to the CEO to enable them to focus on high-level leadership and strategy functions. The position will also provide administration and communications support to the broader leadership team.

The executive assistant will work closely with the CEO and the leadership team, supporting them to deliver on the organisation's overall strategic objectives. They will liaise with the board, team members and external stakeholders.

Key Responsibilities**Executive Assistance**

- Organise and prepare for meetings, including preparing agendas, gathering and preparing documents, taking minutes and attending to logistics of meetings. Meetings include leadership, board, board sub-committee and general team meetings
- Acting as the point of contact between the CEO and external colleagues as needed
- Diary management
- Support the CEO to be prepared and resourced for external meetings.
- Producing reports and presentations
- Preparing correspondence as needed
- Maintaining the current filing structure, and looking for ways to improve it
- Board administration duties such as maintaining records, membership renewals, board member on-boarding documentation and updating ACNC portal

Organisational Support

- Provide administrative support to leadership team as needed
- Undertake a key role in the coordination of organisational events, forums and meetings as required
- Office administration duties such as ordering equipment, stationery and supplies, arranging office and equipment repairs and maintenance
- Support the preparation of funding submissions and tenders as needed

Communications

- Under the direction of the CEO and Community Development Manager, update website with latest news posts, job vacancies, team information etc
- Support the development of the organisations' annual report in partnership with key contributors
- Provide support for the administration of communication activities such as social media posts and MailChimp and other electronic platforms.

General Responsibilities

- Attend internal staff and planning meetings
- Attend conferences and other events as required
- Participate in professional development
- Share general office duties as required
- Other duties as required

Key Selection Criteria (Qualifications, Knowledge & Skills, Personal Attributes)**Qualifications and Experience**

- At least 5 years' experience in a similar position
- High level of digital literacy – including proficiency in Microsoft Office applications. Knowledge of Mailchimp and WordPress will be advantageous.
- Experience in social media and communication campaigns

Knowledge, Skills and Attributes

- Highly effective communication and interpersonal skills
- Commitment to social justice
- Demonstrated ability to build collaborative relationships with a diverse range of internal and external stakeholders
- Highly motivated and diligent
- Discrete
- Hold a current drivers' licence

Application Process

Applications close September 23, 2022 at 5pm.

Applications including cover letter (max two pages) addressing the selection criteria and resume should be addressed to the Bryanna Connell, CEO and forwarded to employment@barwoncommunitylegal.org.au.

The recruitment process is expected to comprise three stages for short-listed applicants:

- An initial brief Zoom or Teams interview with the CEO
- A face-to-face or virtual interview with the selection panel; and
- Up to three professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

Further Information: www.barwoncommunitylegal.org.au

Enquiries: Please contact Bryanna Connell, CEO on 1300 430 599.