

# Executive Assistant & Office Manager

## PURPOSE OF THE POSITION

As the Executive Assistant & Office Manager, you are responsible for improving organisational leadership and management by providing effective administrative assistance to ChildFund Australia's Chief Executive Officer (CEO) and Executive Team (ET), and by improving the efficiency of ChildFund Australia's Sydney office by coordinating and managing office functions.

### KEY DUTIES

- Provide Executive Assistance to the CEO, including but not limited to diary management; domestic and international travel and accommodation arrangements; drafting, editing, and formatting correspondence and presentations; and screening mail, email, and phone enquiries
- Provide Executive Assistance to the Sydney Executive Team and overseas colleagues when required
- Support the Board of Directors with information, travel, and appointments as necessary
- Prepare agendas for Board, committee, and management meetings; attend meetings (after hours as required); and produce and distribute minutes and action items
- Update and maintain online files
- Arrange staff meetings and social events, utilising online platforms where necessary and across multiple-time zones
- Prepare budgets, and reconcile monthly credit card statements for CEO and office expenditure
- Perform project work and other ad hoc duties as necessary
- Manage the smooth running of the Sydney office; liaise with the strata manager, tradespeople, and suppliers; oversee meeting room and garage bookings
- Maintain office supplies, stationery, and amenities
- Promote and integrate gender equality, disability, and social inclusion into day-to-day work

### QUALIFICATIONS & EXPERIENCE

- Demonstrated experience working as an Executive Assistant at a senior level (C-suite minimum)
- Relevant tertiary qualification in a business administration related discipline and/or extensive experience in a senior administration role
- Track record liaising with senior internal and external stakeholders
- Track record in project management
- Excellent verbal and written communication and interpersonal skills
- Experience managing office filing systems
- Proficiency in the use of standard software applications

### DESIRABLE

- Experience in the International Development/NGO sector
- Experience in event management

*Remain alert and responsive to any child safeguarding or sexual exploitation, abuse, or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

### SKILLS

- Excellent organisational and multi-tasking skills, with the ability to coordinate a varied range of activities and relationships
- Remains calm and effective under pressure, manages competing priorities and meets deadlines
- Excellent stakeholder manager, able to work with people from different backgrounds, meeting diverse expectations and requirements
- Flexible and responsive, motivated, and able to work autonomously
- Demonstrated initiative, problem solving and decision-making skills
- Excellent attention to detail

### CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –  
Respect, Integrity, Collaboration, Change,  
Empowerment & Excellence

**Department:** CEO

**Location:** ChildFund Australia, Level 8, 162 Goulburn Street, Surry Hills NSW 2010

**Employment:** Full time

**Reports to:** CEO

**Other Information:** Must have working rights in Australia.

**Please apply at:** <https://www.childfund.org.au/work-with-us/>





## ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa, and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

### Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance. If the position allows, employees can choose to work up to 2 days from home per week.

### Salary Packaging

You will be eligible for salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

### Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional, and confidential counselling assistance. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

**OUR VISION:** A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Australia you will be contributing to our programs which protect, educate, and empower children and young people.