



Position Description

Position Title

Administration Coordinator (12 Month Maternity Leave Cover)

Our Vision, Mission and Values

Our Vision

A safe future for women and families.

Our Mission

WAGEC is a not for profit, charity based in inner city Sydney, New South Wales.

We create safe spaces for women and families impacted by the effects of homelessness, domestic and family violence and systemic disadvantage.

We create enduring change in times of crisis through access to safety, housing and support.

We work with our communities to advocate social change.

We are trauma-informed and culturally appropriate in our practice.

Our Principles

Flexible and focused on our clients

Creative and **professional** in all our work

Respectful and **inclusive** with and of others

We act with **integrity**

We are **proactive**

We are **compassionate**

We are **feminist** in our approach

The role, its purpose and objectives

To manage and oversee all WAGEC's general administration; maintenance and property management, compliance timetabling and coordination of events. Will be required to complete tasks in an organised and time efficient manner and coordinate small projects which support WAGEC's operations and ensure the smooth functioning of WAGEC central support office.

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Role dimensions		
	Direct	Indirect
Reports to	Chief Executive Officer	Client Services Manager Fundraising Coordinator
Location	Redfern base	
Direct Reports	None	

Responsibilities
General Office Administration & Improvements
<ul style="list-style-type: none"> • First point of contact with practice managers, partners and stakeholders • Manage all WAGEC's general administration tasks, including providing administration support to the CEO, Client Services Managers and Fundraising Coordinator • Oversee the administrative running of the central support office and ensure WAGEC functions smoothly • Assist the CEO and Client Services Manager with human resources administration and complete employee-related administrative tasks accurately and on-time • Ensure invoicing is collated, coded and support the external accounts team • Establish, improve and design administrative frameworks, policies and procedures to improve the running of the office • Write procedures to ensure operational and administrative work methods are clear, accurate and usable across WAGEC and oversee document management systems. • Order and stock office supplies and resources • Develop and administer the contracts and compliance timetable ensuring WAGEC's regulatory compliance

General Property Management
<ul style="list-style-type: none"> • Manage WAGEC's properties ensuring adherence to all contractual and regulatory responsibilities relating to leases and statutory processes • Coordinate the reporting and scheduling of repairs and maintenance at WAGEC properties including liaising with relevant contractors, internal and external stakeholders • Manage WAGEC's online Work Health and Safety system ensuring that records are up to date including maintenance reports, WAGEC contractor register and staff member details

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- Maintain contractor and property databases as well as other relevant databases
- Coordinate minor procurement, furnishing and asset replacement at crisis accommodation refuges

Project Coordination, Donations Coordination & Event Management

- Execute projects as designated by the CEO to develop or improve WAGEC's services and performance and ensure these are completed on-time and meet business need.
- Manage small ongoing projects independently
- Coordinate meetings including document preparation and dissemination, minute taking, event logistics and scheduling
- Compile reports for managers ensuring data integrity and organisational consistency to accurately report WAGEC or project performance
- Schedule and coordinate events, activities and projects
- Coordinate and support corporate volunteering days
- Coordinate incoming donations logistics including drop-off times, redistributing donations to various WAGEC properties, sorting donated items.

Key challenges

Prioritise competing tasks and complete them within short timeframes whilst maintaining a high level of quality and accuracy.

Key relationships

Who	Why
CEO	Performance appraisal Receive support and leadership
Client Service Manager	Receive guidance Compile reports and other project work as directed by Client Service Manager

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Practice Manager	Compile reports, liaise regarding property management, corporate event days, WHS matters, vehicle maintenance, HR activities
Fundraising Coordinator	Compile reports and other work as directed by Fundraising Coordinator
Community housing provider and outsourced maintenance provider	Coordinating various works at our sites and completing follow up to ensure that ongoing maintenance issues are completed
Bookkeeper	Ensuring invoices are processed and being the primary contact for all enquires

Essential requirements
<ol style="list-style-type: none"> 1. Compassionate to needs of women and families at risk in the community 2. Demonstrated ability to manage multiple tasks while meeting deadlines 3. Strong interpersonal skills with the ability to develop and maintain collaborative relationships with internal and external stakeholders 4. High degree of initiative and is a proactive problem solver 5. High attention to detail and accuracy 6. Ability to apply sound judgement and confidentially manage sensitive information 7. Ability to develop systems and framework to monitor and action ongoing scheduling 8. Well developed communication skills (written and verbal) 9. Excellent customer service skills 10. Model constructive, collaborative, professional and positive behaviour 11. Intermediate to Advanced computer skills in Microsoft Windows environment, in particular Word, PowerPoint and Excel. 12. Strong project coordination experience 13. Ability to work autonomously 14. Full (Unrestricted) NSW Driver's Licence 15. Experience in property or facilities management (desirable)

To be female is a genuine occupational requirement of this role under Section 126A of the Anti-Discrimination Act 1977 (NSW)

Compliance checks:

1. Working With Children Check
2. National Police Check

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Employee Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

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