**POSITION DESCRIPTION**

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| **POSITION TITLE** | Administration Assistant for HIPPY Sites  |
| **DIVISION** | Community Programs |
| **DEPARTMENT** | Children |
| **REPORTS TO** | Program Manager, HIPPY  |

**ORGANISATIONAL PURPOSE**

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation. Our staff are committed to providing our clients with a quality experience that is Safe, Effective, Connected and Personal, these are our Quality Goals of service.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood’s Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

* Economic security for all
* Wellbeing, social inclusion, empowerment and dignity for all
* Inclusive services and communities
* A trusted voice nationally on poverty and disadvantage
* An inclusive, effective, efficient and agile organisation

**DEPARTMENT PURPOSE**

**Community Programs** leads innovation and policy change work to improve lives of those experiencing disadvantage and inequality. Areas of work includes Children’s Programs, Youth Programs, Work, Economic Security and Social Inclusion and Strategic Partnerships.

**Children’s Programs** sits within the Community Programs division, and has a specific focus on early years programs, parenting supports, integrated approaches to working with vulnerable communities and evidence-based group program delivery.

This department provides a number of programs including Home Interaction Program for Parents and Youngsters (HIPPY) Australia and BSL, Connie Benn Community Centre, Frankston North Children’s Programs, Jindi Mernda Child and Family Centre and Cross Cultural Training Services.

**Home Interactions Program for Parents and Youngsters (HIPPY)**

The Home Interaction Program for Parents and Youngsters (HIPPY) is provided in Dallas/Broadmeadows, Fitzroy, North Melbourne and Frankston North. The HIPPY program is one of the ways the Brotherhood is working to tackle childhood disadvantage by supporting the central role of parents in teaching their children. The HIPPY initiative has already proved to be most successful in working with families and children aged between 4 and 5 years to build a strong foundation for school success.

HIPPY is an early childhood enrichment and parenting program that works with parents/carers of young children. Families generally begin in the program two years before starting formal schooling.

Through regular home visiting and group activities over a period of 2 years parents/carers are provided with the materials, skills and confidence to enable them to better help their children prepare for a successful school life.

The program aims to:

* Foster a love of learning in children, promoting cognitive and social development and enhancing school readiness
* Increase parental skills and confidence as the child’s first teacher
* Increase participation in kindergarten, school and community life
* Facilitate community development through developing local leadership capacity in communities where HIPPY has been implemented.

**POSITION PURPOSE**

This role is responsible for general office operations including general administrative support to assist the four BSL HIPPY Sites and Program Manager build more efficient operations as well as support with finance administration and communications.

**KEY RESPONSIBILITIES**

**Administration**

* Support Staff at each HIPPY site to maintain up to date data entry into our monitoring and evaluation data management system.
* Records management and archiving of HIPPY forms and relevant documents as per organisation records management systems for 4 HIPPY sites
* Set up digital archiving of files for each site
* Provide support to Coordinators with setting up volunteer opportunities including coordination and collaboration with BSL Volunteer Services
* Establish email templates for coordinators to access, to support efficient responses to expressions of interest and various other points of contact with participants
* Support Coordinators with setting up a welcome pack for new families and induction packs for new staff.
* Support with yearly training plan for the HIPPY teams.
* Assist in the induction process of all new home tutors and maintain records
* Provide recruitment support for staff selection including arranging interviews and ensuring all on boarding is completed
* As required provide all new staff, volunteers and students with orientation

**Communications**

* Maintain accurate information on the 4 BSL HIPPY Sites and ensure all promotional material is up to date, including contact lists, brochures, and social media and website
* Generate a termly Newsletter for the BSL HIPPY sites
* Support with promotional resources for group meetings
* Support sites with collecting and collating feedback from participants

**Finance support**

* Coordinate and support HIPPY Sites with the processing of accounts, cash advances and petty cash and other financial transactions as requested
* Ensure all accounts documentation is appropriately filed according to established systems, including the filing and tracking of reconciliations
* Support sites with monitoring and keeping record of various budgets

**Team responsibilities**

* Coordinate and maintain program office supplies to ensure each team operates smoothly and efficiently
* Assist with ICT enquires, maintain staff inventory of equipment, and support general queries for the team
* Provide digital support for new Tutors
* Provide administrative support to the 4 BSL HIPPY Sites in Frankston North, Dallas/Broadmeadows, North Melbourne and Fitzroy
* Ensure confidentiality, high quality outcomes and productive internal and external

relationships for BSL

* Provide support to sites when preparing for end of year functions with participants

**Multi Skilling**

The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent’s competence and training as directed by the Manager.

This description is a guide to the duties of the activities needed to undertake the position successfully. A review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

**TO BE SUCCESSFUL YOU MUST HAVE**

* Previous experience in the provision of a broad range of administration duties. A background in a ‘not for profit’ working environment would be highly regarded
* Highly skilled in Microsoft applications
* Well-developed interpersonal and communication skills with the ability to build effective relationships and liaise across all levels both internally, externally and with people from diverse backgrounds
* Ability to identify and resolve problems and make appropriate recommendations
* Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines
* Self-motivation, with the ability to work independently and contribute effectively within a team
* A professional manner with attention to detail and strong customer service focus
* Understanding of and empathy with the values and ideals of the Brotherhood

**MANDATORY EMPLOYMENT CRITERIA**

* Specific work requirements include attendance at a variety of different work locations where the BSL HIPPY Sites are located to support staff with administrative tasks.
* Proof of eligibility to work in Australia is required
* A satisfactory Police Check is required. The Brotherhood will facilitate this process
* a Working with Children Check is required for this position. The Brotherhood will facilitate this process