



POSITION DESCRIPTION

POSITION TITLE	Administration Officer – The SEED Project
DIVISION	Children, Youth and Inclusion
DEPARTMENT	Inclusion
REPORTS TO	SEED Project Manager

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, businesses and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be safe, happy and empowered. We support and respect all children and vulnerable adults, as well as our staff and volunteers. We are committed to the safety, participation, and empowerment of all our program participants. All successful candidates will undergo a robust screening process prior to employment. We provide our staff and volunteers with ongoing supervision, support and training in their work with vulnerable people.

DEPARTMENT PURPOSE

The Work, Economic Security and Social Inclusion (WESSI) department sits within Community Programs division with a specific focus on maximising people's employment readiness and supporting access to the labour market, financial capacity building, and fostering a sense of social and community inclusion. The department also works to gather data and evidence to inform policy and advocate for appropriate and innovative responses to better meet the needs of vulnerable job seekers and learners.

The SEED Project will demonstrate how a collaborative, innovative approach can work to challenge the systemic and structural barriers that undermine women's financial wellbeing and economic security. Based in Seymour (Victoria), it will demonstrate how working at a local to national level can disrupt narratives of disadvantage and create opportunities for

Approved: May 2022, SEED Project Manager

individuals, families and communities. Project insights will be utilised to inform policy, advocacy systemic reform and future practice approaches.

POSITION PURPOSE

The Administration Officer - The SEED Project supports the administrative duties of The SEED Project. The position will work closely with the broader WESSI and Social Policy and Research Centre teams and The SEED Project staff, project partners, and stakeholders.

KEY RESPONSIBILITIES

- Provide administration support to management and the SEED Project team including but not limited to data entry, report preparation, and other administration duties as required
- Provide efficient transactional support for the Project Team including, but not limited to, arranging meetings, phone calls, diary management, management of correspondence, and preparation and formatting of documentation information packs, letters, and emails.
- Provide support to the Project Coordinator with referrals for women engaged in the project as required
- Support the Project Coordinator with the volunteers as needed
- Assist in the preparation of project briefs, reports, and other supporting project documentation in the Efforts to Outcome (ETO) system
- Work collaboratively across The SEED Project, and BSL teams to achieve common goals
- Accurately record client/employer contact and all relevant information using the Efforts to Outcome (ETO) system in a timely manner maintaining confidentiality
- Assist SEED project events, networking, meetings, workshops, and events and groups
- Demonstrate a commitment to the Brotherhood's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- Model the Brotherhood values and adhere to the Code of Ethical Behavior (Code of Conduct Policy) in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures
- Adhere to all Brotherhood of St Laurence policies and procedures and follow all relevant Commonwealth and State/Territory legislation in carrying out duties.
- This position will require direct/indirect contact with children and/or vulnerable individuals
- Other duties as required

The description of the position is a guide to the duties of the professional 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.

KEY SELECTION CRITERIA

- Previous experience in an appropriate discipline, such as project management, community development, social work, administration or a related field

- Well-developed organizational and time management skills with the ability to plan workload, priorities and meet deadlines
- Good computer skills, including a working knowledge of MS Office Software
- Ability to work independently and effectively within a team to achieve outcomes
- Proven interpersonal and communication skills with the ability to liaise across all levels both internally, externally and with people from diverse backgrounds
- Well-developed written communication skills with the ability to produce reports
- Understanding of and empathy with the values and ideals of the Brotherhood.
- Existing connections with women, the community and services in Seymour will be advantageous
- A commitment to maintaining and supporting child safety, equity, inclusion, and cultural safety. You will be required to abide by the Child & Adult Safeguarding Policy and the Code of Conduct as well as all related child-safe policies and procedures
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Mandatory Employment Criteria

- Based in Seymour, this position may require occasional travel between the Brotherhood's head office in Fitzroy and Seymour and to other locations
- 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.

BSL values diversity and inclusion with regards to its staff and the communities we serve. We encourage you to submit your application for this role regardless of whether you meet all the key selection criteria. We encourage individuals from all backgrounds to apply.