

Amaze

Ground Floor, 678 Victoria Street, Richmond VIC 3121

PO Box 374, Carlton South VIC 3053

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POSITION DESCRIPTION

Position Title:	Admin Support Officer	Program Area:	Administration
Direct Reports:	None	FTE:	0.8 FTE (30.4 hours a week)
Reporting To:	Executive Manager Finance & Operations	Effective Date:	October 2021
Hours:	30.4 hours, spread out over five days of the week (Monday-Friday)	Flexibility:	Work to be completed at office, hours are negotiable

Amaze Social Impact, Purpose and Strategic Directions

Our Social Impact: Amaze aims for a society that i) respects the dignity of every person on the autism spectrum and ii) offers each of them opportunities for meaningful participation and to make a valued contribution.

Our Purpose: We build awareness and understanding of autism. We develop community capacity by working with others to help them value and support people on the autism spectrum and their families.

Outcomes to be achieved by 2040: 1) Community awareness and understanding of autism in Victoria increases over time; 2) Attitudes and behaviours towards people on the autism spectrum by the Victorian community (government, private and social sectors) improves over time; 3) Opportunities for meaningful participation and a valued contribution increase for people on the autism spectrum.

Strategic Activities:

Build awareness and increase understanding of autism through media activity to promote facts and dispel myths, World Autism Awareness Day, provision of information and resources.

Advocate for positive change through quality, evidence-based advice to governments and other organisations on critical issues for autistic people including early identification and assessment, NDIS, education, employment, mental health, women & girls.

Community engagement and capacity building through consultation with the autism community, improving knowledge, skills and capability of individuals and private, public and social organisations.

Ref Amaze Strategic Plan 2018-2021

Position Summary and Overall Scope

The role provides administration support across the range of program areas, particularly in relation to event logistics, survey coordination and operations, plus general administrative support (reception, setting up meetings/appointments, photocopying, data entry) and general office housekeeping (stationary and catering supplies).

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Key Responsibilities

- Provide administration support across all Amaze program areas, including event administration, schedule training and survey coordination
- Supporting the Fundraising, Capacity Building & Community Support teams in organising workshops, forums & events (searching for and booking venues & catering, advertising the events, managing the registrations)
- Efficient & accurate data entry into CRM as required for Amaze's programs
- Assist the Administration Coordinator in supporting the CEO and Executive Management Team in setting up internal and external meetings and ad hoc executive assistant support
- Supporting the Administration Coordinator and Executive Management Team
- Undertaking general reception tasks (phone, mail, greeting visitors)
- Housekeeping (kitchen, meeting rooms, photocopiers, bins)
- Other such duties as directed by the Executive Manager, Finance & Operations and Administration Coordinator and consistent with an incumbent's level of skill, competence, and training.

Relationships – Internal and External

Internal:	Executive Management Team Administration Coordinator Autism Connect Team Capacity Building Team Policy & Advocacy Team
External:	General public (enquiries) Suppliers and contractors

Key Selection Criteria

Essential:

- Previous experience in a similar role
- Highly developed interpersonal skills and integrity in relation to confidential matters.
- Advanced organisational skills with a demonstrated ability in multi-tasking, setting priorities, meeting deadlines to a high level of attention to detail.
- Competency in Microsoft Office and database management (ideally Salesforce)
- High level emotional intelligence (EQ) and ability to work sensitively with people with disability
- Ability to demonstrate a flexible and adaptable attitude with initiative and self-motivation to get the job done.
- Proven ability to work autonomously on tasks
- Current Police and Working with Children's check

Desirable:

Knowledge and/or experience in not-for-profit organisation.
Knowledge and/or experience in disability sector.