

## POSITION DESCRIPTION

### ADMINISTRATION ASSISTANT

#### ABOUT TNC AND THE POSITION

The Trentham Neighbourhood Centre (TNC) is an incorporated, not for profit association managed by a community Committee of Management (the Committee). It provides adult education, activities, computer access and supports community initiatives for residents of Trentham and surrounding districts. Day to day management is provided by the Manager under the direction of the Committee. There are two paid part-time staff members – the Manager and the Administrative Assistant; additional support is provided by volunteers.

TNC receives funding from the Victorian Department of Health and Human Services (DHHS) via the Neighbourhood House Coordination Program. It also generates income through fee for service courses and community fundraising.

The position of Administration Assistant was created to support the position of the Manager and to provide coverage in the Manager's absence. It is a responsible position and the occupant of the position will be expected to be able to work effectively with limited supervision. Both positions are part-time, and the occupants are expected to arrange their hours of work to ensure the effective operation of the TNC.

#### TASKS

Under direction:

- Provide support and back-up to the Manager
- Record and monitor student enrolments and contact hours
- Maintain class records
- Assist in directing and working with volunteers
- Assist in administering the computers
- Maintain contact lists and data bases
- Assist in maintaining and developing systems and procedures
- Assist in meeting regulatory and accountability requirements
- Take moneys and issue receipts and invoices
- Provide a welcoming presence at TNC, and respond courteously and efficiently to enquiries and requests for assistance
- Administer TNC's program, including preparation for classes, liaison with students and tutors, and program distribution
- Develop design and print program
- Assist in ensuring that the premises and grounds are clean, safe and accessible
- Observe and apply TNC's policies and procedures, particularly those relating to delegations of authority, occupational health & safety, access and equity; privacy and control of premises

## DELEGATIONS

The Administration Assistant has delegated authority to:

- Approve petty cash withdrawals up to \$50
- Maintain Membership Register
- Collect & receive monies
- Keep accounts & books
- Develop and design program
- Marketing and design of flyers for program

## SELECTION CRITERIA

Applicants will be expected to be able to demonstrate that they meet the key selection criteria. It will be an advantage in the selection process if applicants can demonstrate that they meet some or all of the desirable criteria.

### Key Selection Criteria

- Demonstrated experience in office administration.
- Well organised, with the ability to set priorities and meet timelines
- Demonstrated ability to work effectively over a range of tasks with limited supervision
- Good communication skills, both written and spoken, including the ability to work effectively with a range of people
- Demonstrated experience with Microsoft Office applications, particularly Publisher, Word and Excel
- Demonstrated understanding of principles relating to privacy; occupational safety & health; and equal employment opportunity
- Willingness and ability to undertake additional training and professional development

### Desirable Criteria

- Experience with MYOB
- Basic understanding of Neighbourhood Houses, their role and activities and a willingness to commit to the principles of service outlined in TNC's Mission Statement
- Experience in and/or demonstrated understanding of community development programs
- Experience in and /or demonstrated understanding of the provision of Adult and Continuing Education (ACE)
- Familiarity with basic computer hardware and its usage and demonstrated ability to undertake routine maintenance and trouble-shooting tasks.

### Terms of Employment

- The position is permanent part-time being 30 hours per fortnight.
- Days and hours worked are negotiated between Committee and staff to ensure the effective operation of TNC.
- Administration assistant is employed as per the 2010 *Neighbourhood Houses and Adult Community Education TNCs Collective Agreement*.
- Employment is subject to a satisfactory police check.
- There will be a 3 month probationary period at the start of the contract.