



POSITION DESCRIPTION

Job Title:	Executive Assistant	Reporting To:	Chief Executive
Department/Group:	Head Office	Travel Required:	nil
Location:	Hobart	Position Type:	Full-time ongoing
Level/Salary Range:	TBC salary package commensurate with experience + PBI salary packaging	Leave Entitlements:	5 weeks annual leave 2 weeks personal leave 2 days compassionate leave
Position Contact	Scott Harris Scott@beaconfoundation.net	HR Contact	Alice Richards recruitment@beaconfoundation.net

ROLE AND RESPONSIBILITIES:

Provide high level proactive administrative support to the Chief Executive Officer (CEO) to ensure Beacon Foundation's operations meet our organisational objectives as we work towards an Australia that understands, cares and is motivated to support young people to successfully transition from education to meaningful employment.

KEY ATTRIBUTES:

- Passion for creating better opportunities for young Australians and demonstrated commitment to and strong fit with Beacon Foundation's core values of passion, team, professionalism, flexibility and innovation
- Intuitive and proactive approach to executive administrative support
- Excellent customer centric interpersonal, written and oral communication skills
- Sound judgement in relation to problem solving, time management and prioritization decisions to ensure objectives are achieved
- Highly developed organisational and attention to detail skills
- Flexible and able to manage competing priorities and embrace change
- Flexibility in hours of work to ensure successful implementation of work functions and tasks
- Proven team player, but with the ability to self-motivate and work independently
- Maintain high standards of work practices and ensure integrity, respect and confidentiality at all times
- Support and promote the work of Beacon and maintain a positive image of the organisation
- Occasional flexibility in hours of work to ensure successful implementation of work functions and tasks

KEY RESPONSIBILITIES:

- Provide high level administrative support to the CEO including monitoring deadlines, follow-up actions and commitments, records management and compilation of Board Reports
- Proactively manage the calendar and schedule of the CEO
- Managing personal communications from the CEO, including drafting, reviewing and/or sending correspondence
- Draft a range of complex high quality documentation including minutes, presentations, meeting papers and briefing documents
- Identify, obtain and analyse information from a variety of sources to develop briefing notes that provide an understanding of individuals and organisations the CEO is meeting, compile and edit supporting documentation and provide discussion points to facilitate productive meetings
- Coordinate travel bookings, meetings, appointments, presentations and meeting agendas

- Provide secretarial support to Board Meetings and Executive Team meetings
- Support the coordination of the Project meetings, including scheduling, circulating agendas and supporting materials
- Develop and maintain excellent internal and external stakeholder relationships
- Undertake other ad hoc administrative duties as required
- Adhere to Beacon Foundation policies and procedures
- Meet internal administration requirements including Key Performance Indicators, budgets and reporting
- Ensure strong relationships with Beacon staff at a local and national level
- Participate in Beacon Foundation professional development opportunities including conferences and workshops

QUALIFICATIONS AND EXPERIENCE:

- Significant experience in a similar role
- Current Employment Working with Vulnerable Children Registration and Satisfactory National Police Check
- Current driver's license

HOW TO APPLY:

- Please email your application to recruitment@beaconfoundation.net. Applications must include:
- A cover letter/statement of no more than two pages outlining your skills and experience against the above Key Attributes, Key Responsibilities and qualifications and experience;
- Detailed resume; and
- Contact details for two recent referees best placed to comment on your skills in relation to the position.

Approved by Scott Harris – Chief Executive – May 2017