

Position Description

Coordinator, Business Support



Australian
Rural Leadership
Foundation

Position description: Coordinator, Business Support
Full time permanent
This position is based in Canberra

Approval date: 5 January 2021

Context

The Australian Rural Leadership Foundation (ARLF) designs and delivers leadership programs and initiatives to support thriving regional, rural and remote communities. Established nearly 30 years ago, the ARLF is an independent, not-for-profit organisation with both a national and international footprint. We rely on the financial support of the community, business, philanthropic and government sectors.

Position objectives

In this role, you will provide valuable administrative and project support to the executive team to meet strategic objectives and to ensure the efficient and effective day-to-day operations of the organisation.

Duties and responsibilities

The duties and responsibilities of the Coordinator, Business Support, are but not limited to:

- manage logistics for a range of meetings, including Board, internal team, projects and the ARLF calendar
- executive assistant support to the Chief Executive including diary management, travel and any related communications
- provide administration and coordination services for the leadership team
- administer and support implementation of HR initiatives and systems including workplace policies and procedures, recruitment, induction, offboarding, record maintenance and team culture
- provide operational support to all ARLF office locations
- provide project coordination and stakeholder engagement support for the Foundation's network and new business initiatives
- maintain records including the Foundation's E-tapestry database, email correspondence as well as preparing reports and communications as required
- work as a member of the Foundation team to assist and support other staff as required, contributing to the broader role and aims of the organisation

Organisational Relationships

The occupant of this position:

- is accountable to the Chief Executive
- works under the direction of and is managed on a day-by-day basis by the Manager, Finance
- liaises with other staff to ensure the Foundation's communications are aligned

Delegations and Authorities

- Financial delegations and authorities are outlined in the board endorsed Delegations Framework and include the authorisation of payments.

Conditions of Employment

Detailed conditions of employment are set out in the Foundation's Employee Manual. From time to time there may be an increase in weekly hours and the requirement to perform higher duties. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions required of the position.

About You

You are a person who has an eye for detail and enjoys managing a range of tasks and diverse stakeholders. You enjoy working in a small team and are willing to pitch in to help others. You want to be part of an organisation that has leadership development at its core and the greater good of regional, rural and remote Australia as its objective.

1. Demonstrated excellence in providing administration, logistics and project coordination
2. Some knowledge of HR procedures, systems and support
3. Proven ability to think ahead, discern priorities, emerging needs and to respond to them
4. Ability to form relationships with a diverse range of people
5. Demonstrated ability to collaborate and work productively in a small team.
6. Understanding of corporation governance and its application in the not-for-profit sector (desirable, but not essential)

The Australian Rural Leadership Foundation values diversity in our workplace and encourage people from all backgrounds, abilities and identities to apply. Please note that you must have the appropriate right to work in Australia to be eligible for this role.

Additional requirements

1. Work outside normal hours may be required.
2. Occasional interstate travel may be required.

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