

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
Updated: 23 May 2022

Context

The Australian Rural Leadership Foundation (ARLF) is an independent not-for-profit organisation that develops leadership for the greater good of rural, regional, and remote Australia. We are the only leadership development organisation that has a national footprint with a focus in rural, regional, and remote Australia. From modest beginnings in the 1990's, today we run leadership programs across the country. We develop leadership so people act beyond themselves, work with others, and facilitate change in their organisations, sectors, and communities. We do this by offering participants a series of challenging hands-on learning experiences and the opportunity for reflection. Our work relies on the support of government, business, philanthropy, and the community.

Position objectives

In this role, you will provide valuable administrative and project support to the Chief Executive as well as the broader executive team to meet strategic objectives. The Coordinator Business Support is also responsible for ensuring the efficient and effective day-to-day running of the head office in Canberra.

Duties and responsibilities

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

- Provide high level executive support to the Chief Executive including diary management, travel arrangements and other communications on behalf of the ARLF
- Provide administration and coordination services for the broader leadership team
- Liaise with key stakeholders to manage logistics for a range of meetings, including Board, internal team, projects and the ARLF calendar
- Management of the day-to-day running of the Canberra office including ordering office supplies and equipment, obtain supplier quotes, and monitor office procedures
- Support the implementation of HR initiatives and systems including workplace policies and procedures, recruitment, induction, offboarding, and record maintenance
- Contribute actively to maintaining the team culture including coordinating team building activities.
- Maintain records including the ARLF's e-tapestry database and email correspondence
- Work as a member of the ARLF 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 Chief Executive
- liaises with other staff to ensure the Foundation's communications are aligned

Delegations and Authorities

The financial delegations and authorities associated with this position are outlined in the Board endorsed Delegations Framework and may include the authorisation of payments.

Conditions of Employment

Detailed conditions of employment are set out in the employee's contract and the ARLF's Staff Handbook. It is a condition of employment that ARLF employees are fully vaccinated against COVID-19 unless they have a protected attribute. 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. High level organisation skills including the ability to manage competing priorities, multitask and delivery high quality work within agreed timeframes.
3. Highly motivated self-starter with the ability to apply sound judgement, high levels of initiative, professionalism and exercise discretion where applicable.
4. Strong written and oral communication skills
5. Proven ability to think ahead, discern emerging needs and to respond to them
6. Ability to form and maintain relationships with a diverse range of people and key stakeholders
7. Demonstrated ability to collaborate and work productively in a small team
8. Some knowledge of HR procedures, systems and support
9. Understanding of corporation governance and its application in the not-for-profit sector (desirable, but not essential)
10. Proficiency in Microsoft Office programs

Additional requirements

1. Interstate travel will be associated with this position.

2. First Aid and Mental Health First Aid certification and a Working with Vulnerable People check will be required and will be sponsored by the employer
3. Employment offers will be conditional until successful completion of a national criminal history check ('police check') and citing of up-to-date Covid-19 vaccination status.

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