

Job Description

Position Title	Administration Officer
Employment Benefits	Level 2 (SCHADS) Base Salary \$63,500 p.a. (pro rata) 11% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits Flexible working arrangements
Hours of Work	Part time and full-time positions available (minimum 2 days per week, hours and days negotiable)
Location	West Leederville Head Office

Volunteering WA

Volunteering WA's purpose is 'to empower people and communities to enrich Western Australia', and our vision is 'A society where everyone is inspired to make a difference'. As the peak organisation for volunteering in WA, we are the leading voice for volunteers and volunteer involving organisations, working to strengthen the sector and promote the benefits of volunteering.

The Position

The Administration Officer is a key member of the Volunteering WA team, providing administrative support across the organisation, supporting our team to ensure smooth, efficient and timely service delivery to our key stakeholders. The ability to be able to prioritise workload, multitask and meet deadlines is essential.

To be successful in this role, you should be confident with a high level of reliability, attention to detail and initiative.

Duties:

- Supporting the organisation with a range of administrative duties which may include some of the following:
 - Monitoring and responding to email and basic helpdesk enquiries
 - Processing new member applications and renewals and liaising with VWA members
 - Assisting with training registrations, online meeting set up and collating and analysing feedback
 - Basic website updates and marketing requirements
 - Records management
 - Assisting with information collation for reports
 - General office admin such as stationery and office supplies ordering, printer maintenance, ensuring office is tidy

- Assisting with catering and set up requirements for small events
- Contribute to the day-to-day operations of Volunteering WA and assist with other tasks, as required eg, attending staff meetings, and covering reception, if required.

Key relationships:

- All VWA staff and volunteers
- Suppliers and stakeholders of VWA

SELECTION CRITERIA:

ESSENTIAL	<ul style="list-style-type: none"> • Demonstrated experience in a similar role requiring general administration abilities • Demonstrated knowledge and experience with standard Microsoft Office packages • High level of attention to detail • Ability to organise and prioritise tasks, meet deadlines and manage time effectively • Strong written and verbal communication skills • Ability to learn and adapt to the evolving requirements of Volunteering WA
DESIRABLE	<ul style="list-style-type: none"> • Use of SharePoint and Microsoft Office 365 • Experience using databases and CRM software (HubSpot) • Website CMS experience • Experience using Canva or similar package • Experience working in the not-for-profit sector • Current first aid certificate
Other Personal Attributes	<p>Other personal attributes required to do this job effectively:</p> <ul style="list-style-type: none"> • Proactive self-starter with a high degree of self-management and a can-do attitude • A professional and friendly manner with excellent customer service skills • Willingness to work as part of a professional team and to share information and expertise

Please Note:

- All contracts with Volunteering WA are reviewed regularly subject to funding and performance.
- All staff are required to have a pre-employment check including a Police Clearance. The cost of the Police Clearance will be met by Volunteering WA.
- All offers of employment at Volunteering WA are subject to a four-month probationary period.