

<b>Position Title</b>	Administration Officer
<b>Employment Benefits</b>	Level 2 (SCHADS) Base Salary 10.5% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
<b>Hours of Work</b>	37.5 hours per week (full time)
<b>Responsible to</b>	Executive Assistant
<b>Location</b>	West Leederville Head Office

### About us:

Volunteering WA's mission is *'to lead, advance and celebrate volunteering in WA'*, and our vision is *'for every Western Australian to enjoy (valued) volunteering experiences that enrich our state'*. 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. Volunteering WA supports volunteering across all areas, providing resources for community organisations across the state, whether they work in sport and recreation, the environment, emergency services, aged care, health and disability services, and many other areas.

### The Position:

The Administration Officer position strategically aligns with all our strategic priority areas, but in particular with "Engage" and "Advance", focusing on supporting our membership, training and corporate areas with their admin requirements. This is a critical position that works across all the teams at VWA to ensure smooth, professional and timely service delivery. This role involves both regular tasks and one-off tasks, as required. The ability to be able to prioritise workload, multitask and meet deadlines is essential.

The position serves two main functions:

1. To assist VWA teams with office and administration functions
2. To ensure reception coverage, standing in when required

The position operates with a high level of reliability, attention to detail and initiative.

### Duties:

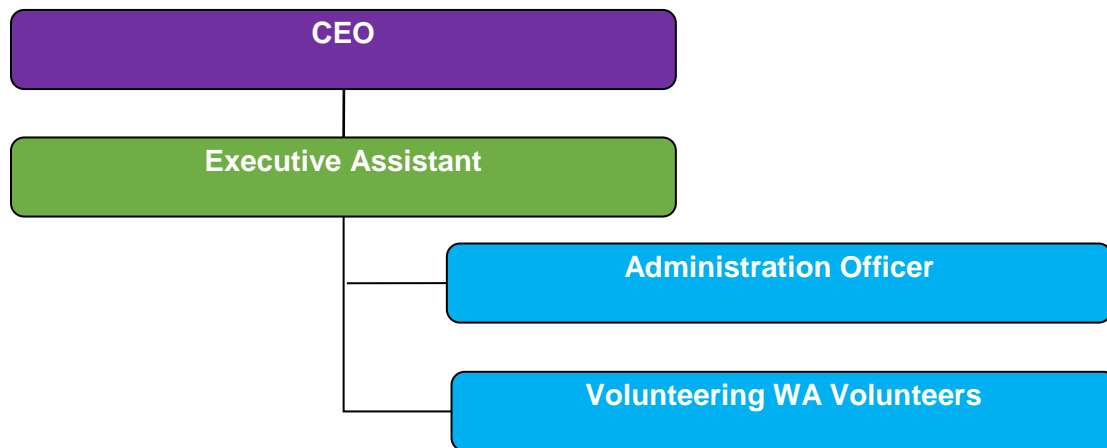
- General admin support for VWA teams with administrative duties including:
  - Providing admin support to the VWA team as directed by the Executive Assistant
  - Supervision of reception-based volunteers
  - Respond to general enquiries to VWA's helpdesk
  - Monitoring and responding to a range of mailbox enquiries
  - Processing new member applications and renewals and liaising with VWA members
  - Assisting with invoicing
  - IT set up and support
  - Preparing training materials and ensuring training calendar and website page is accurate and up to date
  - Collating and analysis of evaluation forms
  - Attending workshop/network meetings and provide support for, including minute taking
  - Collating information from a range of sources to create monthly reports

- Office Support : support aspects of the day-to-day office management including:
  - Stationery and office supplies ordering
  - Ensuring the office is kept in a tidy condition
  - Manage the new staff induction program
  
- Office Systems including:
  - Oversee the mail collection
  - Ensure phone and reception desk coverage at all times
  
- Contribute to the day-to-day operations of Volunteering WA and assist with other tasks, as required

**Key relationships:**

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

**Reporting Structure:**



**SELECTION CRITERIA:**

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

**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.