

Position Title	Executive Assistant
Employment Benefits	Competitive Salary (SCHADS L4, circa \$70K pro rata) Five weeks paid annual leave PBI entitlement (salary sacrifice)
Hours of Work	25 hours per week/Flexible days
Responsible to	Chief Executive Officer

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 Executive Assistant position strategically aligns with our 'Sustainable Organisation' and valued Partnerships priority areas, focusing on developing and practicing operational excellence and managing resources and liaising with key stakeholders. This is a critical position that works closely with the CEO, the Board, Senior Management and various executive committees in enabling VWA to fulfil its peak body and membership roles. This position manages the office administration and volunteers to ensure VWA runs effectively and efficiently and coordinates special projects of Volunteering WA.

The position serves three main functions:

1. To ensure the effective and efficient management of the office and administration functions of the organisation
2. To work with the CEO, Board of Directors and Senior managers to implement effective systems, procedures and leadership of the organisation
3. To co-ordinate special projects on behalf Volunteering WA

The position operates with a high level of confidentiality, independence and initiative and is based in Perth with some occasional regional/inter-state travel.

KEY RESPONSIBILITIES:

1. **General Office Management and Procedures:** manage all aspects of the day-to-day office management and administrative duties of Volunteering WA including:
 - a. Premises management and liaison with landlords
 - b. Equipment maintenance
 - c. Vehicle maintenance and car bay allocations
 - d. Stationery and office supplies
 - e. Staff meetings, rosters and celebration events
2. **Office Systems**
 - a. Establish and implement organisational systems and processes to ensure a smooth running and efficient office including maintaining electronic and manual files and keeping records up to date, secure and accessible
 - b. Oversee the maintenance of daily correspondence, info@ emails, administrative and record keeping systems
 - c. Ensure smooth payment procedure of invoices and accounts relating to office and equipment

3. Board of Directors & Committees

- a. Prepare and distribute agendas, meeting papers and minutes of the Board of Directors and its committees in collaboration with the CEO and Chair, attend and take minutes of the meetings
- b. Prepare and distribute agendas, meeting papers and minutes of the Volunteer Community Reference Group and its committees in collaboration with the CEO and Chair, attend and take minutes of the meetings
- c. Maintain knowledge of correspondence and decisions of the Board of Directors, its committees and the Volunteer Community Reference Group
- d. Monitor implementation of actions resulting from all board and committee meetings
- e. Organise AGM
- f. Ensure board member details, constitution, manuals, induction and clearances are current and maintained

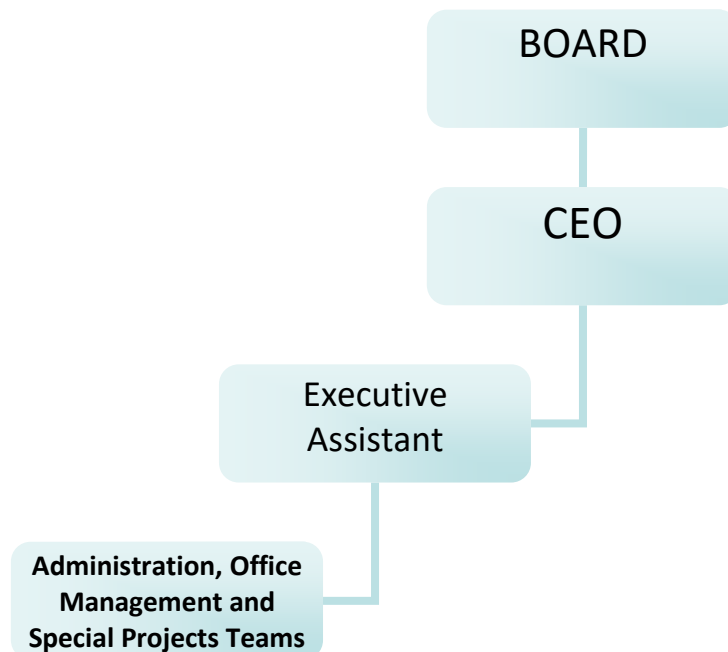
4. Executive Support

- a. Provide executive support to the CEO, Board and occasionally to Senior Management
- b. Maintain CEO diary and pre-appointment documentation, email and correspondence management
- c. Acting as a point of contact between internal senior management and external stakeholders
- d. Other duties as determined by the CEO

5. Special Projects Co-ordination

- a. Undertake and coordinate special projects as requested

REPORTING STRUCTURE



SELECTION CRITERIA:

ESSENTIAL	<ul style="list-style-type: none"> • Previous experience in an executive assistant/office management role • Outstanding organisation skills with the ability to work autonomously and use initiative • Confidence to liaise and represent VWA with senior executives/key stakeholders • Exceptional report writing and with strong attention to detail • Good understanding of financial reporting and budgeting • Excellent computer skills including the MS Office suite • Excellent presentation and communication skills • Outstanding work ethic and alignment to VWA's values and mission
DESIRABLE	<ul style="list-style-type: none"> • Energetic, highly motivated with the drive for continuous improvement • Professional accreditation or Post Graduate qualification • Previous governance and board liaison experience • Desire to meet own KPI's and support others in attaining theirs • High level organisational skills and the ability to multitask and work under pressure to meet deadlines • Sound analytical skills and an ability to work with discretion

Please Note

- All contracts with Volunteering WA are reviewed regularly subject to funding and performance.
- All staff are required to have a Police Check, cost to be met by Volunteering WA.
- All offers of employment at Volunteering WA are subject to a four-month probationary period.
- There will be occasional requirements to work outside the 8.30am – 5.00pm timeframe
- A current WA Driver's licence is essential