

Job Pack

CLOSING DATE: 2:00PM MONDAY 2ND SEPTEMBER 2019



APPLICANT JOB PACK: OFFICE MANAGER



“They teach us things. Every day at school is fun with the NASCA team” Trenton Butcher, 12 yrs, Papunya.

Acknowledgment of Country

NASCA Acknowledges and pays respects to the Traditional Owners and Custodians of Country throughout Australia. We honour and respect the cultural heritage, customs and beliefs of all Aboriginal and Torres Strait Islander people.

We recognise that Aboriginal and Torres Strait Islander peoples have spiritual, social and cultural connections with their lands and waters. Always was, always will be Aboriginal Land.

To find out more about joining our team call our CEO on (02) 8399 3071.
ASK a question or Email your completed application to: jobs@nasca.org.au

APPLICANT JOB PACK: OFFICE MANAGER

NASCA, which began in 1995, has had a lot to celebrate lately. We're a reshaped organisation that is on the rise. We serve over 19 communities in NSW and the NT, empowering 1,000 Aboriginal kids to reach their full potential.

We are growing, offering room for a [new Office Manager](#) to join our team.

NASCA, a leading service provider – can offer you the opportunity to make a difference in the lives of Aboriginal and Torres Strait Islander kids. You'll be immersed in diverse projects that keep you challenged every day, and surrounded by teammates who share your values and dedication. You'll collaborate with a multi-functional team to support the logistics and essential operations for NASCA.

If you're a motivated team player, eager to make an impact within NASCA and the Australian community, join us.



INTRODUCTION

- be based in Redfern.
- Provide high-level confidential executive administrative support to the CEO.
- be responsible for managing and coordinating NASCA's contact database & correspondence.
- improve, design and establish administrative frameworks.
- write high quality briefs and coordinate team reports for government, business, the NASCA Board, and funders on an ongoing basis.
- high level relationships with funders, community and other stakeholders.
- hold high level analytical and review skills and coordinate data for evaluating and measuring NASCA's social impact.
- manage teams and projects independently.
- coordinate events and activities to support the fundraising & program delivery for the team.
- manage the recruitment & on-boarding of staff and volunteers.

WE WILL PROVIDE ;

- Base salary between \$60,000 – \$70,000 per annum (starting salary commensurate with experience);
- +9.5% superannuation;
- 35hr working week;
- \$15k salary sacrifice option.
- 4 weeks total leave per year, and leave loading of 17.5% of base salary, and study leave provisions;
- 1 day of cultural leave per year and ceremonial leave.



As NASCA's Office Manager a typical day might include the following:

- Organising a NAIDOC Week event to be held as part of Redfern's celebrations.
- Responding to emails in NASCA's - volunteer@nasca.org.au & admin@nasca.org.au.
- Recording minutes in a meeting with funders and preparing briefing papers for CEO prior to meeting.
- Chatting with a community Elder to coordinate a Welcome to Country for an upcoming event.
- Emailing NASCA Board directors to coordinate an upcoming meeting.
- Coordinating report content from Program staff and formatting word document for uniform style and checking - prior to sending to CEO for approval.
- Booking and coordinating travel for 15 volunteers and staff for program delivery inter-state.
- Organise recruitment and onboarding for remote volunteers.

This job is for you if:

- **You enjoy solving problems.** You love taking on difficult challenges and finding creative solutions. You don't get flustered easily. If you don't know the answer, you'll dig until you find it.
- You like helping people, **have an interest in sport, and like working with kids.**
- You pay attention to the details. You stay focused, and **nothing falls through the cracks** on your watch.
- **You think on your feet.** You like learning new things, and you can learn quickly. When things change, you know how to adapt and roll with the punches.
- You communicate clearly. You write well. You speak eloquently. **You can explain just about anything to anyone**, and you're comfortable communicating in writing and on the phone.
- You are motivated and driven. **You volunteer for new challenges without waiting to be asked.** You're going to take ownership of the time you spend with us to truly make a difference.
- You work independently. **You set the example for high performance.**
- You have experience working in a small not-for-profit or Aboriginal organisation.
- You are experienced in leading projects, and - you're comfortable managing small teams.
- A Drivers Licence.
- First Aid Certification.

NICE TO HAVES;

- Working with Children and AFP Clearance
- Cross Cultural Competency & Awareness
- Passion for social justice & equality
- Experience in Adobe Indesign

Role Overview

The focus areas for the Office Manager include:

1. Organising logistical details related to meetings, events and field work, e.g. organising venues, travel, accommodation and printing.
2. Assist in monitoring and evaluation of projects.
3. Office management and organisational procedures including recruitment and on-boarding of volunteers.
4. Contribute to/& coordinate a wide variety of written materials to support NASCA's programs, including government submissions, other funding proposals, business development proposals, and board papers (NASCA's board).
5. Manage NASCA's databases to track program participant data in order to evaluate social impact. This includes coordinating data input across teams on an ongoing basis.
6. Represent NASCA at meetings with a variety of stakeholders including funders, community members and with schools to assist the CEO.
7. Other duties as required.

Additional information about the responsibilities can be found within the position description.



POSITION DESCRIPTION

POSITION TITLE	Office Manager
REPORTS TO	CEO
CLASSIFICATION	Senior Coordinator
DIRECT REPORTS	0- 3 + Volunteers - depending on project/program delivery (NASCA operates in a multi-functional team environment)
LOCATIONS	Redfern, Sydney. Travel may be required interstate from time to time.
EMPLOYMENT STATUS	Full Time or Part time (minimum 3 days per week) – Contract (flexible hours may be negotiated for the right person).
ABOUT US	<ul style="list-style-type: none"> NASCA is a national not for profit youth organisation that has facilitated education for thousands of Aboriginal and Torres Strait Islander Australians since 1995. While having a history of community development through sport and recreation, we now work across sectors including the creative arts, education, health and well-being with Aboriginal culture and identity at the heart of what we do. We continue to increase our footprint through our growing programs each year. NASCA is governed by a volunteer Board of Directors, and has a passionate team of 18, plus 20 volunteers. With offices in Redfern, Perth and Dubbo, we enjoy excellent relationships with a range of corporate partners, all levels of Government the community and schools in which we operate.
VALUES	<p>NASCA's values represent who we are, and what we hold as most important. They include;</p> <ul style="list-style-type: none"> Integrity - NASCA operates an ethical, legal, accountable, diligent and transparent organisation. Excellence - NASCA strives for the highest achievement in all aspects of our work, across our individual and community action. Trust - NASCA's value of trust is realised in our openness and honest approach, creating positive relationships with our young people, communities, partners and funders. Cultural Pride & Inclusion - Pride in our Aboriginality permeates throughout our work, informing our programs and activities and inspiring our young people to strengthen and enhance their cultural identities. Collaboration- NASCA values the contributions made by community organisations, individuals and professionals to realise positive social change for Aboriginal and Torres Strait Islander young people.



<p>PRIMARY PURPOSE OF THE ROLE</p>	<p>The focus areas for this role are:</p> <ol style="list-style-type: none">1. Lead the implementation and development of processes, procedures and policies, including the onboarding of new staff and volunteers. e.g. Completion of forms, policies and employee handbook.2. Produce a wide variety of written materials to support the CEO, including high-level briefings, drafting/coordinating government submissions, business development proposals, and board papers.3. Ensure that the office and work environment is always effective and efficient to ensure a culture of high performance, positivity, productivity and inclusivity.4. Manage all administrative, operational and logistical requirements for team activities, fundraisers, and meetings.5. Coordinate data input by program staff into NASCA systems on a weekly basis for reporting & evaluation.6. Undertake research and information gathering on program related areas, policies and procedures and funding opportunities as directed.7. Executive support for the CEO as required.8. Other duties as required.
<p>OTHER RESPONSIBILITIES</p>	<p>DESIRED EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS</p> <ul style="list-style-type: none">• Experience in working with Aboriginal and Torres Strait Islander communities and organisations.• 3+ years experience in an operations, administration or executive assistant role.• Excellent time management, organisational and interpersonal skills in order to manage the diverse tasks and interact with a variety of stakeholders in a fast paced and intense environment.• Proven track record of juggling multiple projects and competing priorities.• Human resource management or similar experience.• Experience with contact management databases and systems management e.g. Stripe, Kepla, Trello.• Self-motivated, passionate and willing to go above and beyond what is required. <p>DESIRED SKILLS AND ABILITIES</p> <ul style="list-style-type: none">• Excellent written communication for a range of stakeholders, including writing for business and government stakeholders.• Excellent interpersonal, communication and stakeholder engagement skills.• Organised and effective time manager able to manage competing priorities.• Proactive person with a high degree of autonomy and initiative.• Problem solving and critical thinking.• Ability to work both autonomously and as part of a team.• Adobe Indesign (support formatting reports and government submissions) <p>Employment at NASCA is conditional on candidates passing National Police and Working with Children Checks.</p>

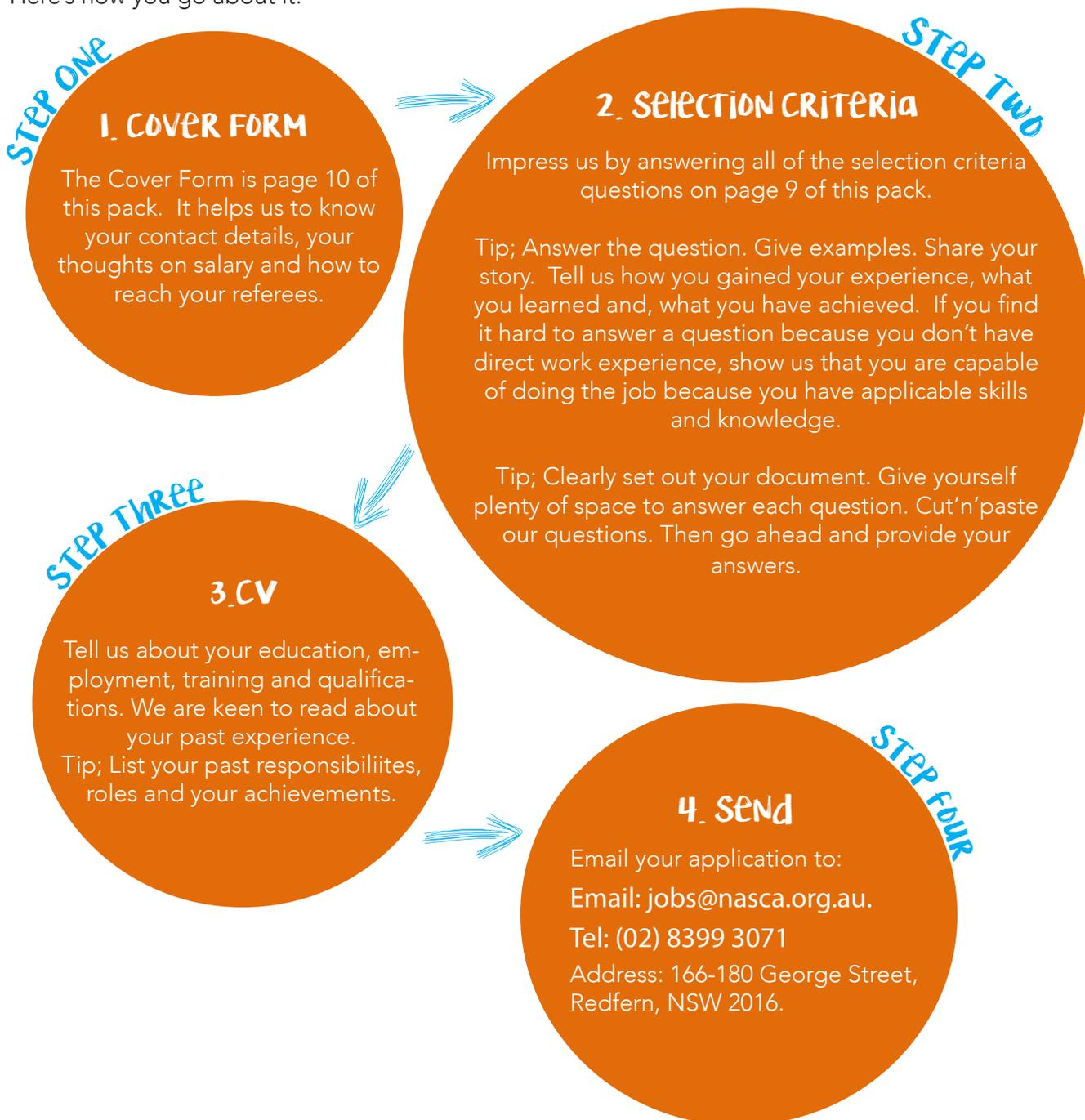
Application Process & How to Apply

Shortlist & interviews

If you make the cut, you will be shortlisted for an interview within 1-2 weeks of the closing date.

How to apply (& shine)

It may sound simple, but to be in with a shot, you need to submit a completed application. Here's how you go about it:





Key Selection Criteria

Answer all the Selection Criteria questions + Cover Form + CV to apply.

ESSENTIAL

1. Demonstrated excellent administrative skills, particularly with respect to accuracy and attention to detail.
2. Demonstrated ability to grasp statistical concepts and work confidently with numerical data.
3. Strong organisation skills and the ability to prioritise and complete tasks within given deadlines.
4. The ability to work without close supervision, as a member of a team; be enthusiastic and self-motivated; contribute ideas and collaborate in their implementation.
5. Excellent oral and written communication skills including the ability to deliver information in a clear and concise manner.
6. Proven track record of juggling multiple projects and competing priorities.
7. Event coordination/management experience and expertise.
8. Experience in the management and integration of staff & volunteers into the organisation and human resource management or similar experience.
9. Experience with databases and systems management e.g. Stripe/Kepla/Salesforce and donor support and communication.
10. Drivers Licence

DESIRABLE

11. *Adobe Indesign (support formatting reports)*
12. *Current First Aid Certification*
13. *Working with Children Check NSW & NT*
14. *Cross Cultural Training and Awareness*

Employment at NASCA is conditional on candidates passing National Police and Working with Cf

APPLICANT COVER FORM

POSITION: OFFICE MANAGER		
FIRST NAME:	LAST NAME:	
ADDRESS:		
TELEPHONE:		MOBILE:
EMAIL:		
REFEREES Please provide details of three people who can speak on your behalf regarding your work history. (work references only)		
NAME	TELEPHONE	Position held/working relationship (e.g. supervisor)
What type of work are you available for?	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
When will you be available to commence?		
What is your salary expectation for this position?		
Are you an Aboriginal and or Torres Strait Islander Australian?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How did you find out about this position?		
<input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Ethical Jobs <input type="checkbox"/> NASCA <input type="checkbox"/> Koori Mail <input type="checkbox"/> Other:		
If unsuccessful for this role, would you like NASCA to contact you for future jobs? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Ensure you complete this form+ submit your CV + address Selection Criteria (page 9) to be considered for the position.