



# Abbotsford Convent.

## Administration and Office Assistant (Permanent F/T position)

### 1. BACKGROUND

The Abbotsford Convent is Australia's largest multi-arts precinct and a much loved cultural and community hub of Melbourne. The Convent precinct comprises 11 historic buildings, a gallery, four cafes, a radio station, a school, and 6.8 hectares of expansive gardens and open spaces. A thriving and dynamic community, the Convent is home to 121 tenants including visual artists, writers, designers, performers and wellbeing practitioners, and welcomes around 750,000+ visitors each year.

The Abbotsford Convent Foundation (ACF) is the not-for-profit organisation that owns and operates the precinct on behalf of the public, and manages the day-to-day operations, sustainability and future vision of this unique arts, culture and learning precinct. While we are honoured to receive local and state support for activities to enliven our incredible precinct, when it comes to managing and maintaining the expansive Convent precinct, we rely on our social enterprise model and the support of the community to ensure the precinct remains open, activated and accessible to everyone, 365 days of the year.

### CONTEXT

The Administration and Office Assistant will be responsible for supporting for a range of day-to-day office tasks and providing administrative and governance support across all departments.

### ORGANISATIONAL RESPONSIBILITIES

#### Reporting:

The position reports to the Governance and Administration Manager.

#### Internal Relationships:

The role is required to liaise with all internal ACF departments including Buildings and Facilities, Development, Finance, HR, Marketing, Programming, Tenancy and Venues and Events.

#### External Relationships:

The role is required to liaise with the general public, diverse community members, as well as artists, creatives, arts and cultural organisations across all practices, creative businesses, NFPs, volunteers, contractors/service providers, and government and industry.

### 2. KEY RESPONSIBILITIES

#### Administration

- Perform day-to-day operational office tasks, including IT support, managing office supplies, furniture and logistics requests.
- Manage and coordinate the CEO and COO diaries including scheduling appointments and arranging meetings.
- Provide calendar support for CEO, COO and ACF Board and Committees.
- Provide administrative support for current and future projects and initiatives, including coordinating and tracking progress on project deliverables and deadlines.
- Assist with research, data collection, and report preparation.
- Provide support in coordinating car park passes.
- Provide assistance in contract management.
- Perform Human Resources tasks for new staff such as setting up the desktop, creation of email, login creation for internal application systems and conducting precinct safety inductions.
- Provide backup support in the absence of Administrator (Front of house).

### **Governance Support**

- Attend all Board and Committee meetings.
- Support the Governance Manager in setting agendas, preparing, arranging and circulating associated papers for all Board and Committee meetings, and booking rooms and setting up the meetings.
- Maintain personnel files for Board and Committee members, including key information.
- Provide assistance in collating data and facilitating the Governance Manager to administer internal and Board reporting requirements.
- Provide support in the development of new policies and procedures.

### **Occupational Health & Safety**

- Provide support in scheduling meetings and preparing documentation for your Manager and other stakeholders.
- Actively participate in all ACF OH&S meetings.
- Preparing minutes for all OH&S meetings and other ACF meetings as required.
- Assist in reviewing ACF OH&S safety manuals, update them according to current guidelines and regularly replace all manuals with updated versions.
- Assisting Manager with other administrative and/or governance tasks as required.

### **Data, Reporting and Analysis**

- Prepare and draft Board and Committee meeting minutes.
- Provide support in ongoing Board reports, presentations and meetings as required.
- Undertake regular CRM (salesforce) data entry and maintenance.
- Review the work progress reports on a daily/weekly/monthly basis and provide data to stakeholders as required.

## **3. KEY COMPETENCIES**

### **Interpersonal Skills**

- Strong organisational and time-management skills with an eye for detail.
- High level of accuracy while managing changing task requirements.
- Ability to work independently whilst liaising effectively and collaborating as part of a team.
- Ability to multi-task and juggle competing demands and deadlines.

### **Specialist Skills**

- Project management skills.
- Proficient use of Microsoft word, Excel and Outlook software programs.
- Knowledge of working on CRMs.

### **Communication Skills**

- Strong written and oral presentation skills.
- Ability to liaise confidently with a wide range of stakeholders.

## **4. QUALIFICATIONS AND EXPERIENCE**

- Relevant tertiary qualification or minimum of 2 years' experience in related field.
- Previous experience of working as an Office Administrator or in a similar role.
- Experience with Salesforce or similar CRM and can adapt and learn new software programs.
- Experience in minute taking and meeting tight deadlines.
- Working with Children check or willingness to obtain.

## 5. KEY SELECTION CRITERIA

1. Demonstrate your experience in office administration in a similar role.
2. Demonstrate experience working collaboratively with multiple stakeholders to achieve office improvements.
3. Proficient in the use of Microsoft Office and CRMs (knowledge of salesforce is desirable).

## 6. CONDITIONS

- A 6-month probation applies.
- This role has a salary package of circa \$63,000 per annum plus superannuation.
- The Amusement, Events and Recreation Award (MA000080) is applicable.

**Note:** As the ACF evolves to meet the changing needs of our community and projects, the competencies required of this role may vary from this role statement.

## 7. APPLICATION PROCESS

Abbotsford Convent is committed to equity and inclusion and welcomes applications from Aboriginal and/or Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people of all abilities, and people from LGBTIQA+ communities.

Applications are due by 9am Monday, 29 January 2024.

Please refer the information below to submit your application.

- A current CV and contact details of 2 referees.
- A written application (no more than 2 pages) addressing the Key Selection Criteria.

Please submit your application at [lgianfriddo@abbotsfordconvent.com.au](mailto:lgianfriddo@abbotsfordconvent.com.au)

Interviews will be held with selected candidates in the first and second week of February 2024.