

ROLE DESCRIPTION

Job Title:	Administration Officer
Job Type:	Part-time - 0.6FTE
Salary Classification:	NT Christian Schools AO2.1 – AO 3.1 scale
2022 Salary Range:	\$57,406-\$64,050 (Depending on experience and qualifications) Plus superannuation contribution of 10.5% of your annual salary.
School/Entity:	Capacity Plus
Responsible to:	Director of Training and Community Impact & Team Leader
Date Advertised:	June 2022

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, '**What We Believe**', and to act both in the workplace and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The organisation has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations:

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Capacity Plus operates as the training arm of NT Christian Schools and includes a Registered Training Organisation (RTO) and a number of family strengthening programs- including but not limited to the evidence based FAST program.

Our programs focus on early intervention, family-based models. (Baby FAST, Strong Fathers Strong Kids) Our methodology is to work at building and developing a collaborative team in the involved communities with the various support agencies. Strong parent and wider family engagement are imperative and hallmarks of our programs.

Primary role

The Administrative Assistant is to act as assistant to the delivery of Capacity Plus and other family strengthening programs in the context of a team environment.

1. Be the first point of contact for the office in a friendly, hospitable manner and reflect our purpose and beliefs.
2. Support trainers in program administration and resources preparation.

Responsibilities and Duties

The Administration Officer is specifically required to do the following:

- Organise interviews and key meetings for Director's calendar.
- Provide hospitality and service to staff and visitors
- Maintain data bases and program information, PowerPro etc.
- Produce and develop promotional material and program resources.
- Collect and process employment paper work for remote team members.
- Preparation of media articles in association with the Director as necessary.
- Support trainers with program by collecting, purchasing and packing program materials
- Organise and assist functions such as luncheons, promotional meets etc.
- Assist in the collation and filing of program paperwork including Monitoring and Evaluation data
- Organise travel/accommodation for staff and team members
- Participate in Professional Development opportunities as required
- Participate in wider NT Christian Schools meetings as directed.
- Perform general office support and administration.
- Other duties as required

Selection Criteria

Essential

- Ability to reflect the Christian faith in the workplace
- Ochre Card and Criminal History Check
- Current driver's license
- Hold a Business Certificate or be willing to obtain
- Demonstrated ability to work as part of a team
- Experience in working with computerised data software
- Demonstrated ability to work independently
- Excellent customer service manner
- Commitment to principles and practises of a child-safe organisation
- Demonstrated clear and effective verbal and written communication
- Demonstrated competency with Microsoft Office software;
- Working knowledge of Windows computer platforms;
- First aid certificate or willingness to obtain
- Highly organised and the ability to prioritise workloads

Desirable

- Experience or knowledge of the Training industry
- Experience working with the CALD community.