

Job Description

Title: Office Manager
Type: Permanent part time (0.6 FTE flexible)
Location: Adelaide
Reports to: CEO
Salary: \$60K to \$65K FTE p.a. plus 9.5% super plus salary packaging

Organisation purpose and background

Siblings Australia is a not for profit organisation that exists to support siblings of people with disability. Its mission statement is *Siblings: Acknowledged, Connected, Resilient*.

Since its establishment in 1999 by its current CEO Kate Strohm, Siblings Australia has developed a national and international reputation for its work with families and professionals.

This has included workshops/resources/online supports for siblings, parents and providers in order to improve the capacity of siblings to manage any challenges, conducting research, and providing public advocacy to improve understanding of the importance of siblings.

Organisation growth and transformation

In December 2019, after many years of advocacy by the founder, Siblings Australia was awarded a national NDIS ILC grant for a three year project 'Stronger Siblings: Stronger Families'. The grant will enable significant growth in Siblings Australia programs throughout Australia, and the organisation will be seeking several committed staff to build on its original vision.

Knowledge and Skills

The required attributes, skills and experience for this role are:

- a) Highly organised with a strong work ethic
- b) Prior experience running an office environment or managing a program/project
- c) Proficient with MS Office tools, accounting systems and CRM's/databases
- d) Empathetic and friendly customer service skills
- e) Comfortable in a supportive, collaborative, small team environment

We are very interested in hearing from candidates who identify as a sibling/parent of a person with disability, or who have lived experience of disability.

Responsibilities

- 1) Undertake all reception/enquiries, clerical, facilities management, asset management (including IT equipment), donor management and administrative duties for Siblings Australia
- 2) In conjunction with the organisation's accountant, undertake basic accounts function including accounts payable, accounts receivable, and banking
- 3) Administer the CRM, ensuring client/member and stakeholder records are up to date

- 4) Support the CEO and Program Manager with research and evaluation of Siblings Australia programs
- 5) Manage the annual calendar of Board meetings, including logistics, catering etc
- 6) Assist in preparing grant acquittal reports
- 7) Act as executive assistant to the CEO and provide a range of professional support to the CEO as required

Key behaviours to be demonstrated at all times

- Consultative, collaborative
- Uphold the principles of full inclusion for people with disability
- Abide by the Siblings Australia Code of Conduct

Licences/certificates required

Current Working with Children check

Current Australian Driver's Licence

If you:

- a. have prior experience managing an office or a program/project
- b. are confident with computers/IT, finance/bookkeeping and facilities management
- c. are a 'can do' person with a strong work ethic and a desire to make a difference in peoples' lives

then we'd like to hear from you.

For enquiries, contact Kate Strohm CEO on [0408 720 558](tel:0408720558) or kate@siblingsaustralia.org.au.

[APPLY](#) now via SEEK website

Closing date for applications is COB 25th March 2020