

VOLUNTEER POSITION DESCRIPTION

Title:	Embracing Ministries Administration Assistant
Usual work location:	Anglicare Office, Holt, ACT
Cost Centre:	
Usual hours of work:	3 hours a week
Length of Appointment	6 month- possible extension
Position Objective:	To provide administration assistance to the Embracing Ministries programs
Position Responsibilities:	To assist with the administration of Embracing Ministries programs To assist with maintaining the Embracing Ministries Webpage
Key behaviours:	<p><i><u>Communication</u></i> <i>Communicates clearly and accurately – listens to and understands the views of others.</i></p> <p><i><u>Planning and Organising</u></i> <i>Establishes a course of action and marshals resources to achieve a specific goal.</i> <i>Identifies and defines problems and feasible solutions through gathering and analysing information</i></p> <p><i><u>Problem Solving</u></i> <i>Identifies and defines problems and feasible solutions through gathering and analysing information.</i></p>
Key skills:	<ul style="list-style-type: none"> • <i>Clear, pleasant, professional and confident conversation/communication skills</i> • <i>Sound verbal, and written communication skills</i> • <i>Attention to detail</i>
Key knowledge areas:	Sound general understanding of administration procedures and practices Awareness of issues faced by children with a disability
Key experience:	No previous experience required Administration experience and basic IT skills would be beneficial
Qualifications:	Nil
Reports to:	Andrea Horciu
Direct Reports:	N/A

Key requirements for this position:	X	Statutory Declaration
	X	SafeSelect™
	X	National Criminal History Check
	X	Working with Vulnerable People Check
	<input type="checkbox"/>	Approved Parking Permit
	<input type="checkbox"/>	Other _____
	<input type="checkbox"/>	Other _____