

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Executive Assistant</b>
<b>Time Commitment</b>	<b>Full time (1.0 FTE), permanent</b>
<b>Classification</b>	<b>SCHADS 4</b>
<b>Location</b>	<b>Level 4, 333 Queen St, Melbourne. Hybrid WFH and office</b>

### ABOUT THE ORGANISATION

IWDA is an Australia based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

**VISION:** Gender equality for all

**PURPOSE:** To defend and advance the rights of diverse women and girls

**VALUES:** Feminist, Accountable, Collaborative, Transformative

#### OUR GOALS 2023-2025:

1. Resource and contribute to a resilient and vibrant feminist movement, primarily in the areas of freedom from violence and power, leadership and civic space
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.

As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be at the partnerships across the Majority and Minority worlds. This means we seek to understand and leverage our locational power so that we know when to:

**STEP UP** and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements

**STAND WITH** feminist movements in solidarity and amplify the work of global south actors

**STEP BACK** when others are better placed to take the lead

**SIT WITH** uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.

Our [2023-2025 Strategic Plan](#) outlines a third way between the models of women's funds and international development NGOs.

*International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from people who identify as women only (including trans women).*

*IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. **Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners.***

*Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.*

## POSITION SUMMARY

The Executive Assistant (EA) plays a critical role in the Leadership team, supporting the role of CEO, the Board, Company Secretary and the Leadership team.

As a trusted and professional member of the team, the EA provides exemplary planning and administrative services to ensure the CEO's communications and relationships with internal and external stakeholders are efficient, professional and productive.

The EA also provides high-level administrative support and coordination of the Leadership team and produces accurate documentation for ongoing planning and management and to strengthen communications across the organisation. The maintenance of executive management systems and data for IWDA will ensure compliance and excellence for IWDA in the sector.

This role also offers administrative support to key Board committees, including oversight of calendar, planning, minutes and agendas.

## KEY RELATIONSHIPS

Reports to: CEO  
 Internal: IWDA Chair, Company Secretary and Board members, IWDA Leadership Team  
 External: ACFID, relevant government departments, IWDA donors and supporters, relevant IWDA partners, non-government organisations and women's networks within Australia and internationally

## KEY RESPONSIBILITIES

### 1. Administrative support to the Chief Executive Officer

- Coordinate and track correspondence on behalf of the CEO
- Manage the CEO's diary, liaison and planning for appointments and workload
- Prepare the CEO for all internal/external meetings and follow up meetings once they have occurred to maximise IWDA's reputation and collaboration
- Support CEO written communications and speech writing, including research briefings and engagement in social media
- Facilitate and track effective and timely communication between CEO and staff
- Establish and maintain working relationships with key IWDA stakeholders and supporters
- Coordinate travel logistics for the CEO, domestic and international
- Support the monitoring and tracking of CEO budget
- Administer the CEO's financial acquittals including receipts and reimbursements
- Provide other support as required

### 2. Support to the IWDA Leadership team, Board and Company Secretary

- Schedule and coordinate Board, Committee and Leadership Team meetings and draft agendas and minute these meetings
- Draft agendas and minute Board, Committee and Leadership Team meetings
- Track and facilitate timely and quality Board processes and communications to support effective working relationships between senior staff and Board Directors
- Support and contribute to organisational communications to enhance information sharing and knowledge management
- Coordinate and track production of briefing packs for Board and Committee meetings
- Coordinate and assist with creation of strategic and operational plans and related evaluation processes
- Coordinate monitoring, evaluation and learning data for the CEO office
- Coordinate and track IWDA's risk management processes to administer the system

- Maintain executive administration systems and stakeholder information management
- Contribute to the continuous improvement of processes and procedures
- Coordinate induction of new Board members
- Coordinate annual IWDA Board Retreat, leadership team planning days and other events as required
- Support the monitoring and tracking of the Board budget
- Maintain Board Portal, members register of records and other relevant information

### 3. Organisational compliance

Maintain IWDA Governance Framework, including by

- Supporting organisational compliance with the ACFID Code of Conduct Self-Assessment and preparations for DFAT re-accreditation
- Tracking and coordinating IWDA's policy review and development cycle and accurately maintain and update the Policy Register

### 4. Other

- Actively contribute to and participate in organisational wide development activities

## SELECTION CRITERIA

Technical Experience	Behavioural Competencies
<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated experience providing executive/senior management support, including knowledge of executive level administration practices and systems and working with a Board</li> <li>2. Excellent communication skills, including the ability to adapt writing and presentation style for a range of audiences and purposes including correspondence, minute taking and preparation of briefing papers</li> <li>3. Well-developed interpersonal and relationship management skills with the ability to liaise with all stakeholders in a confident and professional manner</li> <li>4. Exceptional organizational skills and attention to detail; planning and time-management skills and proven ability to manage and meet competing deadlines.</li> <li>5. Ability to work independently and demonstrate professional discretion</li> <li>6. Advanced computer skills (MS Office suite) and ability to quickly learn new systems</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>7. Experience with a not-for-profit organization</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Valuing Diversity</b> Working effectively with individuals of diverse cultures, interpersonal styles, abilities or backgrounds. Making decisions and initiating action to ensure that organisational systems, policies and approaches utilise the capabilities, insights, and ideas of all individuals.</li> <li>• <b>Empowerment</b> Sharing authority and responsibilities with others to move decision making and accountability downward through the organisation, enable individuals to stretch and extend their capabilities, and accomplish the organisation's, and teams', strategic priorities.</li> <li>• <b>Managing Work &amp; Quality</b> Effectively managing one's time and resources to ensure that work is completed efficiently; accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining attention to detail and a commitment to quality.</li> <li>• <b>Acting with Transparency</b> Gaining other people's trust by demonstrating openness and honesty, behaving consistently, and acting in accordance with moral, ethical, professional, and organisational guidelines. Includes taking time to respect and understand others and be transparent and honest in all dealings with people, internal and external.</li> <li>• <b>Building Trusting Relationships</b> Using appropriate interpersonal styles to establish effective relationships with external and internal partners; interacting with others in a way that demonstrates emotional intelligence and self-awareness, treating others with dignity and displaying sincerity.</li> <li>• <b>Collaborating for success</b> Actively participating as a member of a team to move the team toward the completion of goals. Also identifies opportunities to build partnerships by acting to build strategic relationships</li> </ul>

	<p>between one's team and other teams or organisations to help achieve goals.</p> <ul style="list-style-type: none"> <li>• <b>Learning, Improving &amp; Adapting</b> Commitment to improving existing conditions and processes; generating ideas, and implementing solutions; maintaining effectiveness when experiencing major changes in work responsibilities or environment and adjusting effectively to work within new work structures, processes, or requirements</li> <li>• <b>Judgement &amp; Decision Making</b> Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints and probable consequences.</li> </ul>
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**GENERAL CONDITIONS**

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Competencies
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Act at all times in accordance with IWDA's Child Protection Code of Conduct and Policy
- Undertake police check prior to commencement and every two years thereafter.