

POSITION DESCRIPTION

Position Title	Executive Assistant
Time Commitment	Part time (0.6 FTE), permanent
Classification	SCHADS 4
Location	Level 4, 333 Queen St, Melbourne, minimum 2 days per week in office

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

STRATEGIC GOALS 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 Safeguarding 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 Executive 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 the Board and key Board committees, including oversight of annual calendar, Board agendas and administrative support to both Board and committees.

KEY RELATIONSHIPS

Reports to:	CEO
Internal:	IWDA Co-Chairs, Company Secretary and Board members, IWDA Executive Leadership Team, Senior Leadership Team, Operations 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 (60%)

- 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, coordinating teams for timely and quality communications in public facing channels
- Oversee internal communications from the CEO's office to facilitate and track effective and timely communication between CEO and staff
- Coordinate travel logistics for the CEO, domestic and international
- Support the monitoring and tracking of Executive budget
- Administer the CEO's financial acquittals including receipts and reimbursements
- Provide other administrative support as required

2. Support to the IWDA Leadership team, Board and Company Secretary (25%)

- Schedule and coordinate Board, Committee and Leadership Team meetings
- Draft agendas, coordinate papers/speakers, and minute Leadership Team meetings
- Support the CEO to draft agendas, coordinate papers and meeting support for Board meetings
- 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
- 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

3. Organisational compliance (10%)

Maintain IWDA Governance Framework, including by

- Supporting organisational compliance with the ACFID Code of Conduct Self-Assessment and preparations for DFAT re-accreditation
- Other compliance work as required

4. Other (5%)

- Actively contribute to and participate in organisational wide development activities

As with all employees, the role holder will also contribute to IWDA organisational processes as appropriate to their seniority in the organisation. These include: monitoring, evaluation and learning; budget planning and reporting; and organisational culture building, including improving organisational drivers of diversity and inclusion and the continual work towards becoming an anti-racist organisation.

SELECTION CRITERIA

Technical Experience

Essential

1. At least 3 years' experience in a similar role, demonstrated experience providing executive/senior management support, including knowledge of executive level administration practices and systems and working with a Board
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
3. Well-developed interpersonal and relationship management skills with the ability to liaise with all stakeholders in a confident and professional manner
4. Exceptional organizational skills and attention to detail; planning and time-management skills and proven ability to manage and meet competing deadlines.
5. Ability to work independently and demonstrate professional discretion
6. Advanced computer skills (MS Office suite) and ability to quickly learn new systems

Desirable

7. Experience with a not-for-profit organization

Behavioural Capabilities

- Self-awareness
 - Being inclusive & power aware
 - Practising collective care
 - Being courageous
 - Achieving outcomes and progress, not perfection
 - Being empathetic
 - Building trusting relationships
 - Being curious
- Learning, unlearning & adapting

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Capabilities
- 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 Safeguarding Code of Conduct and Policy
- Undertake police check prior to commencement and every two years thereafter.