

POSITION DESCRIPTION

Position Title	Executive Assistant
Time Commitment	Part Time (0.8 FTE), permanent
Award Classification	SCHADS 4
Location	Level 4, 333 Queen St, Melbourne. Hybrid WFH and office

ABOUT THE ORGANISATION

WHO ARE WE?

International Women's Development Agency (IWDA) is an Australian-based organisation, resourcing diverse women's rights organisations (WROs) primarily in the 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, Decolonial, Accountable, Collaborative, Transformative

Within the ecosystem of women's rights organisations, IWDA is both for and of feminist movements. We resource the work of diverse WROs, and enable them to be more effective by providing support that goes beyond money. We are committed to building a resilient and relevant feminist and decolonial organisation, and to becoming an explicitly anti-racist organisation.

Anchored by lessons from our 40-year history and guided by fiercely held feminist and decolonial values, our new [Strategic Plan 2025 - 2035](#) lays out IWDA's path towards realising our vision of gender equality for all.

OUR GOALS 2025-2035

- Shift resources to Women's Rights and aligned organisations
- Engage in movement strengthening
- Advance feminist & decolonial knowledge for change
- Live our values by modelling a different way of being as a feminist organisation

Our 4S Framework supports our commitment to decoloniality 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 Majority World 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.

IWDA's 10-year Strategy commits to expanding our work in Australia, deepening engagement with domestic feminist movements, and responding to urgent calls for feminist climate justice. We recognise our responsibility to act on issues where our locational power as an organisation based in Australia can make a difference – including the climate crisis. Environmental justice and gender equality are inextricably linked – and both are undermined by the same patriarchal, colonial and capitalist systems that exploit the earth and marginalise women, girls and gender-diverse people. Feminist movement actors, including Women's Rights Organisations (WROs) we partner with in Asia and the Pacific, are calling on Minority World actors to step up, advocate, and take responsibility for the disproportionate damage caused by high-emission countries.

For IWDA, responding to these calls is part of decolonising our practice. Through our 10-year strategy, we commit to leveraging our platforms, networks and analysis to champion feminist climate justice in Australia, centring First Nations leadership and deepening solidarity with aligned movements to disrupt the systems that undermine our collective rights.

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

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 Executive Leadership team, supporting the role of CEO, the Board, Company Secretary and the Executive 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 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 Executive 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 (approx 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 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 Executive Leadership team, Board and Company Secretary (approx 30%)

- Schedule and coordinate Board, Committee and Executive Leadership Team meetings and draft agendas and minute these meetings
- Draft agendas and minute Board, Committee and Executive 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
- 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 Strategy day, leadership team planning days and other events as required
- Support the monitoring and tracking of the relevant budget lines
- Maintain Board Portal, members register of records and other relevant information

3. Organisational compliance (approx 10%)

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

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; budgeting, 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 Competencies

Essential

1. Demonstrated experience providing executive/senior management support, including knowledge of executive level administration practices and systems and working with a Board

Behavioural Capabilities

- Self-awareness
- Being inclusive and power aware
- Practising collective care
- Being courageous

<ol style="list-style-type: none"> 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 effectively manage upwards and 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 <p>Desirable</p> <ol style="list-style-type: none"> 7. Experience with a not-for-profit organisation. 	<ul style="list-style-type: none"> • Achieving outcome & progress not perfection • Being empathetic • Building trusting relationships • Being curious • Learning, unlearning & adapting • Dismantle system of oppression
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GENERAL CONDITIONS
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • 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 Policies • Undertake police check prior to commencement and every two years thereafter