

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Administration Volunteer</b>
<b>Time Commitment:</b>	<b>One day per week for a six month period</b>
<b>Location:</b>	<b>Level 1, 250 Queen St, Melbourne</b>
<b>ABOUT THE ORGANISATION</b>	
<p><b>WHO ARE WE?</b> IWDA is the leading Australian agency entirely focussed on women's rights and gender equality in the Asia Pacific region. We are international, feminist and independent.</p> <p><b>OUR VISION</b> Gender equality for all</p> <p><b>OUR PURPOSE</b> To advance and protect the rights of diverse women and girls</p> <p><b>VALUES</b> Feminist, Accountable, Collaborative, Transformative</p> <p><b>OUR GOALS 2016-2021</b></p> <ol style="list-style-type: none"> <li>1. Promote women's leadership and participation</li> <li>2. Increase women's safety and security</li> <li>3. Accelerate women's economic rights</li> <li>4. Support systemic change towards gender equality</li> <li>5. Ensure organisation sustainability and influence</li> </ol> <p><i>International Women's Development Agency (IWDA) has an EEO exemption (H139/2015) and requests applications from women only. IWDA encourages women from culturally and linguistically diverse backgrounds and women with disabilities to apply. Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct</i></p>	
<b>POSITION SUMMARY</b>	
<p>This role provides support to the Office Coordinator as well as general support to the IWDA staff, enabling an organised and efficient working environment to benefit all staff. Primarily, this role will be responsible for the provision of receptionist and administration services.</p>	
<b>KEY RELATIONSHIPS</b>	
Reports to:	Office Coordinator
Internal:	All Staff, Volunteers, Interns
External:	Suppliers, Contractors

<b>KEY RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>1. Manage phone and message services, including all incoming telephone calls and general queries to the organisation</li> <li>2. Greet, assist and/or direct visitors and the general public</li> <li>3. Maintain kitchen supplies and consumables</li> <li>4. Maintain public spaces including IWDA reception, conference room, waiting areas and office kitchenette</li> <li>5. Process daily outgoing and incoming mail, including donations</li> <li>6. Provide administrative support to the Office Coordinator as requested</li> <li>7. Support IWDA staff with ad-hoc administration requests.</li> </ol>	
<b>SELECTION CRITERIA</b>	
<b>Technical Experience</b>	<b>Behavioural Competencies</b>
<ol style="list-style-type: none"> <li>1. Excellent oral and written communication skills</li> <li>2. Strong organisation and time management skills</li> <li>3. Intermediate computer skills, including Microsoft Outlook, Word, PowerPoint and Excel</li> <li>4. Ability to work in a team and independently</li> <li>5. Availability to work on a regular basis (one day per week for a six month period)</li> <li>6. An interest in the work of IWDA and women's rights</li> </ol>	<ul style="list-style-type: none"> <li>• Valuing Diversity</li> <li>• Empowerment</li> <li>• Managing Work &amp; Quality</li> <li>• Acting with Transparency</li> <li>• Building Trusting Relationships</li> <li>• Collaborating for success</li> <li>• Learning, Improving &amp; Adapting</li> <li>• Judgement &amp; Decision Making</li> </ul>
<b>GENERAL CONDITIONS</b>	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> <li>• Support and demonstrate IWDA's Values and Behavioural Competencies</li> <li>• Act at all times in accordance with IWDA's Code of Conduct and Policies</li> <li>• Comply with IWDA's Occupational, Health, Safety &amp; Wellbeing Policy and practices</li> <li>• Support a child safe organisation and undertake a police check on commencement and every 3 years thereafter.</li> </ul>	