

# Position Description

<b>Position Title</b>	<b>Admin Assistant - junior</b>
<b>Reports to</b>	General Manager
<b>Key Relationships</b>	Team Ops; Finance Facilitator, Facilities & Projects Coordinator, Operations Administrator
<b>Delegations</b>	Financial Delegations prescribed to this position
<b>Memberships</b>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Reasonable workplace adjustments will be made for people with a disability</li> <li>Some out of standard work hours may be required</li> </ul>
<b>Significant Working Relationships</b>	<ul style="list-style-type: none"> <li>General Manager</li> <li>Team Ops</li> <li>Staff</li> <li>Head of Campus</li> <li>Wellbeing Manager</li> <li>Internal and external stakeholders</li> </ul>
<b>Appointment Term</b>	1 year contact
<b>Appointment Type / Hours</b>	.8 FTE Tuesday - Fridays
<b>Award</b>	<a href="#">Educational Services (Schools) General Staff Award 2020</a>

## Purpose and Vision

Youth Inc. exists to provide transformative learning experiences for young people who are disconnected from education and community. Our vision is to create a safe, dynamic and supportive learning community where young people can develop their unique strengths and talents, and build the wellbeing, mindsets and capabilities they need to live a life that matters to them.

## Position Summary

The role of Administrator Assistant is a central role at Youth Inc. It requires the worker to be highly responsive to the needs of all stakeholders - including staff, students, Board and committee members, contractors, suppliers, volunteers, partners and visitors. This role supports activities across all areas of operations, including student services and records, supplies, reporting as requested, and management of reception.

Team Ops! Has developed its own internal drivers, as follows:

Role – Manage, operate and drive the inner workings of Youth Inc. to provide a safe and supportive innovative learning environment for young people and staff

Motto – ‘Get shit done’

Inspo – ‘Difficult takes a day, Impossible takes a week’ – Jay-Z

### Key Responsibilities

Student Support	<ul style="list-style-type: none"><li>● Being a trusted and safe supporting adult for students in all areas of their engagement with Youth Inc.</li><li>● Ensure student supplies of food &amp; stationery are available, and purchasing stock up supplies as required.</li><li>● Work with Operations Administrator to ensure that all student records are kept up to date, and have the required information at each part of their journey with Youth Inc.</li><li>● Support Operations Admin in the enrolment and orientation processes for Youth Inc.</li><li>● Assist the Facilities and Projects Coordinator with providing IT support and assistance to students and other duties as directed, including student passwords etc.</li><li>● Maintain sign in/out student register.</li><li>● Facilitate student requests in a timely, friendly and efficient manner.</li></ul>
Staff Support	<ul style="list-style-type: none"><li>● Provide clerical support to Youth Inc. teams, as delegated by the General Manager, including filing, data entry, photocopying, shredding etc.</li><li>● Assist Operations Administration with the purchase of supplies required for staff including stationery and amenities etc</li><li>● Maintain register of staff birthdays and ensure birthday cards are sent out in advance and birthdays are celebrated on the day with cake</li><li>● Provide clerical support to the Dream Fund process.</li><li>● Facilitate staff requests in a timely, friendly and efficient manner.</li></ul>
Organisational Support	<ul style="list-style-type: none"><li>● Support Team Ops and other staff to implement COVID safe management processes, including student check in, including wiping down of desks etc.</li><li>● Ensure supply of KN95 masks and RAT are available.</li><li>● Ensure stock rotation and waste management of grocery items</li><li>● Maintain general tidiness of the building and ensure cleanliness of kitchen appliances</li><li>● Manage the reception desk, including answering phone and email communication, attending to all correspondence, inducting visitors and receiving incoming packages in a timely, friendly and efficient manner.</li><li>● Maintain general office equipment such as photocopiers, shredders.</li><li>● Maintain the first aid kits and ensure supplies are restocked as required.</li></ul>

	<ul style="list-style-type: none"> <li>● Assist in the preparation of Board meetings on site including setup and organising catering.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>● Support Operations Administrator to manage WhatsApp and ensure messages are sent to students in a timely manner.</li> <li>● Monitor and respond to queries made to the Admin emails in a timely and efficient manner</li> <li>● Monitor and respond to queries made to the Youth Inc. Facebook and Instagram accounts.</li> </ul>
Championing YI culture	<ul style="list-style-type: none"> <li>● Staff are required to read, understand and comply with all Youth Inc. policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with <a href="#">Youth Inc.'s Code of Conduct</a></li> <li>● Ability to champion and role model an organisational culture which realises our values and strategic needs</li> <li>● Undertake staff wellbeing surveys as required</li> </ul>
<p>Other reasonable duties commensurate with role.</p> <p>Note: Youth Inc. is a Child Safe organisation and will require the successful applicant to complete pre-employment checks. This includes a Working with Children Check, National Crime Check and Responding to Abuse and Neglect in Education Services (RAN).</p> <p>Youth Inc. requires that all our employees provide evidence (copy of a certificate) that they have been fully vaccinated with a Therapeutic Goods Administration (TGA) approved COVID-19 vaccine.</p>	

### Person specifications

1. Passion for working with young people who have disconnected from mainstream learning and employment pathways, and experience in providing support and building positive, professional relationships with young people.
2. Fantastic organisational skills.
3. Possess a friendly manner.
4. Willingness to work with other staff in a team setting to ensure quality service, equity, team spirit, program development, reporting and effective management of resources.
5. Ability to meet administrative requirements of the school.
6. Proficiency in the use of computer systems and software, including Microsoft Office Suite.
7. Be able to work independently and as part of a team.
8. Capacity to multi-task.

- 9. Ability to foster positive relationships with internal and external parties, including working as part of a multi-disciplinary team and liaising with local agencies to manage student opportunities as required.
- 10. Highly developed written, verbal and interpersonal communication skills.

**Acknowledgement**

I acknowledge that I have read and understood the contents of this Position Description and agree to: carry out my duties to the best of my abilities and in accordance with the requirements of this position; and do so in a spirit that aligns with the purpose, values and ethos of the organisation. I acknowledge that I have received a copy of this Position Description for my records.

**Employee**

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Name:

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Signature:	Date:
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**Executive Principal**

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Name:

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Signature:	Date:
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