

Position Description

Position title:	Administration Officer
Contract term:	Part time contract for twelve months
Reports to:	Chief Executive Officer



Position Overview

The Administration Officer will provide integral support to the Australia Day Council Northern Territory. This role includes assisting with events, conferences and award programs and ensuring that the Council builds successful relationships with stakeholders and suppliers while providing administrative support to the Chief Executive Officer.

Events include OZ Run, OZ Sports, Student Citizen Awards, Citizen of the Year Awards, Ambassador Program, Regional Grant program, Alumni Awareness programs, NT Australian of the Year Awards and the Regional Conference.

The position is part of a small team consisting of a Chief Executive Officer and Administration Officer with a commitment to providing support to Australia Day activities across the Northern Territory.

Organisation Overview:

The Australia Day Council of the Northern Territory is a community based not-for-profit incorporated body. Established in 1986 we have been working with Northern Territory communities for over thirty years.

While closely aligned to the Northern Territory Government and National Australia Day Council as well as Australia Day Councils in other states and territories we operate as an independent body responsible for our own management, events and activities, finance and governance.

We aim to inspire Territorians to recognise and celebrate the diversity, achievements and lifestyle that makes Australia great.

We do this by:

- Recognising great Australians
- Encouraging engagement across our communities
- Collaborating with like-minded organisations
- Building a sustainable organisation
- Inspiring a feel-good factor towards Australia Day

Key Responsibilities

- Undertake reception and associated administration duties including administrative support to the Chief Executive Officer.
- Social media content and monthly newsletters relevant to the organisation.
- Work with the Chief Executive Officer to assist in the planning, developing, delivery and evaluation of Australia Day Council events and programs.
- Alumni engagement
- Perform other duties as assigned by the Chief Executive Officer.

Selection Criteria

- Microsoft Office proficiency and ability to use a range of software programs.
- High attention to detail and experience entering high volumes of data to ensure the accuracy and integrity of the data.
- Ability to undertake research and apply basic analytical skills.
- Sound interpersonal skills with demonstrated ability to communicate with stakeholders at all levels.
- Demonstrate a willingness to be flexible and versatile in a changing work environment. Some after hours and weekend work may be required.
- Sound organisational skills and ability to work under limited supervision and to tight deadlines.

Condition of Employment

- This position is a twelve-month part-time contract, working 15-20 hours per week.
- There are occasions where additional hours will be required including weekends and public holidays such hours will be rostered in advance.
- A current C class driver's licence, ochre card and first aid certificate are required.
- Flexible working hours can be arranged to suit individual circumstances.
- Candidates must have up to date COVID -19 vaccination status.

Contact Details

For further information about the position please contact Anna McDonald on 08 8989 5290 or email office@adcnt.org.au

Submitting an Application

Applications in writing addressing the selection criteria, a current resume and two referees should be sent to office@adcnt.org.au by close of business 17 March 2023.