



The English-Speaking Union (Victoria Branch)

PO Box 1044, ASCOT VALE, VIC 3032

Office telephone: (03) 9326 0654

Website: www.esuvic.org.au

POSITION DESCRIPTION: ADMINISTRATIVE OFFICER

Context

The English-Speaking Union (Victoria Branch) (ESU), an educational and cultural charity, was founded in Melbourne in 1919. It is a membership organisation that is governed by an elected Council. Its vision is to forge stronger bonds between the English-speaking peoples.

The ESU's goals are to:

- Promote co-operation and understanding between the English-speaking peoples
- Provide cultural, educational, research and community programs that engage and influence Australians, especially young people
- Collaborate with relevant partners and networks to deliver projects in areas of shared interest
- Encourage community involvement in the ESU's work

The ESU's strategic pillars are:

- Consolidate our Culture - by promoting and advocating the traditions and identity of the English-speaking peoples
- Be active within the Community - by sponsoring our cause actively in the community
- Develop our Capability and Capacity - by being an effective and efficient organisation

The Position

The Administrative Officer supports the ESU Council in realizing the ESU's vision for an engaged community that embraces our English-speaking heritage, culture, identity and connections.

This is a full-time (36 hours per week) position. The position reports to the ESU Council through the ESU President or nominated delegate.

The ESU's office is located in an attractive heritage building in Melbourne's inner north-west, close to a tram line and with secure on-site parking.

The days and hours of work are flexible and will include some after-hours work related to ESU meetings and activities. No overtime is payable, but time off in lieu is provided. Annual leave of 20 days p.a. (*pro*

rata) applies but no leave loading is payable.

Remuneration includes a salary of \$70,000 p.a. (*pro rata*, based on an hourly rate of \$37.40) plus employer superannuation contributions at 10.5% (rising to 11% from 1 July 2023). Salary payments are made fortnightly in arrears.

The successful applicant will be offered an employment agreement starting as soon as possible.

Important note: The ESU is open to negotiation on details such as Full-time / Part-time, the range of duties and the remuneration.

Role and responsibilities of the Administrative Officer:

Under the direction of the President, provide administrative support in the following areas:

Awards and sponsorship administration

- Promoting the awards
- Responding to enquiries
- Managing applications
- Managing judging panels and their meetings
- Providing advice and feedback to winners and to unsuccessful applicants
- Arranging payments to winners and runners-up, and to any organisations that are sponsored by ESU
- Publicizing winners, runners-up and sponsored organisations
- Arranging presentation events when possible
- Keeping records of decisions made by the Awards committee and each judging panel
- Maintaining databases including contact details of past applicants and alumni
- Preparing reports for Council

Communications

- Managing databases of community, educational and cultural organisations and individuals
- Communicating ESU's programs and activities with members, alumni, community and corporate partners, sponsors and the public via the website, electronic (E-News) newsletters, social media and other channels where appropriate
- Drafting the annual report on activities
- Drafting correspondence

Event management

- Planning and implementing all aspects of events and social functions for ESU members, whether at ESU House or off-site
- Assisting with educational and cultural events at ESU House that advance ESU aims

- Arranging catering for specific functions

Facilities management

- Maintaining the security of the premises
- Serving as the ESU's First Aid Officer
- Monitoring the premises for issues (OHS; repairs; maintenance; security)
- Facilitating access to ESU House by people such as tradesmen, contractors, ESU members, visitors, representatives of other organisations, and users of the Multimedia Centre
- Providing support for events at ESU House that are hosted by other organisations
- Managing keys and the key register
- Cleaning the building as required, i.e. regularly and when there's a special need (unless a contractor is engaged)
- Ensuring adequate supplies of cleaning products and catering basics
- Loading and unloading the dishwasher
- Managing rubbish by emptying the indoor bins, taking out the blue and green bins on Wednesdays, and bringing in the emptied bins on Thursdays
- Laundering tea towels, tablecloths, etc. (when required)

Financial administration

- Preparation of payments
- Reconciliation of bank accounts
- Banking administration (e.g. starting the process to register a new user)
- Scanning and uploading financial documents to OneDrive
- Supporting the Treasurer with other finance-related tasks

General administration

- Clearing the PO Box when mail arrives
- Scanning and uploading paper documents to OneDrive
- Filing electronic documents to OneDrive
- Maintaining the paper filing system (where appropriate)
- Maintaining registers to record the issuing of keys and relevant certifications held by ESU personnel (e.g. First Aid, WWCC and RSA)
- Ensuring adequate stationery supplies
- Ensuring the appropriate use of office equipment; dealing with malfunctions if possible
- Supporting Council and its committees by drafting agendas, reports and minutes
- Attending Council and committee meetings as appropriate, and the AGM

Membership administration

- Monitoring applications received via the website for Social Membership
- Issuing renewal forms and notices
- Processing payments
- Issuing tax invoices / membership cards as appropriate
- Managing membership and alumni databases