



Administration Officer – Program Support

Position Description

Position Title	Administration Officer – Program Support
Responsible Council	Lismore Central Council
Reports To	Financial Controller
Location	Lismore Diocesan Central Council Office
Primary position objective	To participate in a small team that provides efficient administration services to support the various functions of the Lismore Central Council.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Departmental Overview

The Lismore Central Council is the body that oversees all the services, programs, activities, functions and operations of the St Vincent de Paul Society NSW within the Lismore Diocese and seeks to ensure that all functions are delivered effectively, efficiently and in accordance with the mission of the

Society in NSW, recognising that it is a pre-eminent Catholic Social Services provider that is member lead and supported by volunteers and employees.

The Lismore Central Council has a centralised administration function that employs a small team of paid staff and volunteers to provide support to all services. The Admin Team provides professional and efficient services by prioritising work requirements to meet office timelines and requests. The Admin team is also responsible for the reception area and is the first point of contact in all face to face or over the phone enquiries from all stakeholders and the public.

Duties and Responsibilities

Participation in, but not restricted to staff meetings, planning activities, workgroups and all activities that enhance the team approach of the St Vincent de Paul Society.

The core responsibilities of the Administration Officer – Program Support include the following tasks, but are not limited to:

- Provide Secretarial assistance to the Executive Officer, Central Council President and other members of the Lismore Central Council
- Maintain the Conference and Regional Presidents information folders and update as required
- Provide appropriate admin support for staff working in Special Works, conference and communications
- Provide basic HR support including completing recruitment forms, printing resumes, preparing for interviews and managing any workers compensation claims
- Supervise and support any admin volunteers within the Lismore Office
- Produce agendas and minutes for meetings as required
- Prepare and distribute written correspondence as required
- Manage all travel and accommodation bookings for Society personnel
- Special Event Management support for annual forums, retreats and training
- Manage the fleet of Society vehicles across the Central Council
- Maintain a register of all properties that the Society leases in the Central Council
- Manage the bookings and maintenance of the Society's two Holiday Lodges
- Maintain an appropriate document filing system and retrieve documents when required

Essential Criteria

- Appropriate previous experience in office administration in a busy office environment
- Proven ability to take accurate meeting minutes and strong typing and language skills
- Effective oral, written and interpersonal communication skills with a commitment to being a service provider
- Proven IT capabilities with the ability to use various systems (incl. Microsoft Office)
- Commitment to a high standard of work and strong attention to detail
- Ability to manage multiple tasks and conflicting priorities effectively
- Ability to be discrete and adhere to all privacy legislation
- Ability to contribute to a positive team culture
- A willingness to adhere to and support the Mission, Vision and Ethos of the St Vincent de Paul Society

Desired Skills

- Prior experience and/or understanding of the not-for-profit sector

The St Vincent de Paul Society is an Equal Employment Opportunity Employer