

Candidate Information

Executive Assistant

Australian Federation of Disability Organisations

March 2022



The Opportunity

* Varied and interesting role with plenty of stakeholder engagement
* Collaborative, friendly team (fully remote)
* Open only to people living with disability

The Australian Federation of Disability Organisations (AFDO) is a Disabled People’s Organisation and a national cross-disability peak, championing the rights of people with disability and enabling them to participate fully in Australian life. AFDO offers a supportive work environment, with a team passionate about the rights of people living with disability. Benefits include options for workplace flexibility, remote working and immediate access to tax-reducing salary packaging.

**Snapshot of this Role**

This role offers plenty of variety and scope and you will work to . Amongst other duties, you will:

* Oversee the CEO’s extensive calendar, managing appointments, board meetings, member meetings, schedules and travel coordination (COVID permitting)
* Manage the CEO’s in-box, assessing emails for priorities and correspondence
* Leverage your interpersonal skills to confidently liaise with a wide range of internal and external stakeholders
* Work with the CEO to organise and coordinate member engagement activities
* Keep abreast of organisational activities
* Oversee the smooth running of corporate functions.

**About You**

You are a seasoned executive or personal assistant with strong interpersonal skills the confidence to liaise with a variety of stakeholders. You have a commitment to the rights of people with disability and are interested in the sector and how government works. Complex, busy diaries are your forte and you can use your critical thinking, judgement and discretion to support the CEO. Thinking ahead and anticipating needs comes naturally to you and you are not fazed by shifting priorities. You write well, have good attention to detail and are tech savvy, can work autonomously and love being part of a team. You will be able to maintain your productivity in a remote environment and have suitable home office facilities.

**This role is only available to people with a disability.**

This is a full-time role (37.5 hours per week) with an offer of an initial 12-month contract and potential for renewal.

**Interested in applying?**

Please submit a two-page cover letter responding to the selection criteria in this document with your resume, to [carol@thehumanequation.com.au](mailto:carol@thehumanequation.com.au).

Only candidates invited for interview will be contacted.

Snapshot of AFDO

**AFDO’s vision (its *why*)*:*** all people with disability are involved equally in all aspects of social, economic, political and cultural life.

**AFDO’s mission** is to champion the rights of people with disability in Australia and help them participate fully in Australian life. AFDO uses the strength of its membership-based organisations to harness the collective power of uniting people with disability to change society into a community where everyone is equal.

AFDO exists to:

* Represent people with disability in Australia and at the international level, and
* Help people with disability participate in all parts of social, economic, political and cultural life.

To do this, AFDO:

* Supports disability organisations and people with disability.
* Undertakes research on disability issues.
* Advises government, disability organisations and other organisations about their disability policies.
* Lobbies governments and other institutions on disability issues.
* Informs and educates the general community about disability.

**AFDO’s Strategic Objectives**

* Represent the united voice of its members and people with disability in national initiatives and policy debate.
* Enhance the profile, respect and reputation of AFDO through its members.
* Build the capacity and sustainability of AFDO and its members.
* Foster strong collaboration and engagement between members and stakeholders.
* Enhance the connection and influence of AFDO in international disability initiatives by policy, advocacy and engagement, focussed on the Asia Pacific region.

About AFDO

AFDO is the national voice of people with disability and family organisations in Australia. The organisation works to develop a community where people with disability can participate in all aspects of social, economic, political and cultural life. This includes genuine participation in mainstream community life, the development of respectful and valued relationships, social and economic participation, and the opportunity to contribute as valued citizens.

AFDO is a Disabled Peoples Organisation (DPO). A DPO is an organisation where the majority of the members as well as the governing body (Board of Directors) are persons with disability.

AFDO and its ten national members are funded by the Australian Government under the [Disability Representative Organisations (DRO) program](https://www.dss.gov.au/our-responsibilities/disability-and-carers/program-services/consultation-and-advocacy/national-disability-peak-bodies) to provide systemic advocacy and representation for Australians with disability. Whilst this work is underfunded, AFDO continues to campaign to resolve this inequity in order to deliver outcomes for its members.

AFDO believes its strength is **in its members.** AFDO is made up of organisations who work together to contribute to the national policy agenda and address issues that impact the lives of people with disability in Australia. AFDO understands that disability-specific organisations play a key role in the provision of information and peer support to people with disability and their families. This organisational role keeps them closely connected to their grass roots communities. Each community has its peak organisation that uses its voice to advocate on issues. AFDO is the forum where these views are collected and coordinated to ensure Government is across issues impacting all people with disability in Australia.

AFDO is proud to be the organisation that has brought together both cross-disability organisations (representing the interests of people with all kinds of disability), and disability-specific organisations/peaks. It brings the understanding that cross-disability groups are only successful when they have access to the specific expertise of disability-specific organisations such Blind Citizens Australia, Brain Injury Australia, Deaf Australia, Down Syndrome Australia and others, as these disability-specific groups are connected to their communities.

For more information, head to: [www.afdo.org.au](http://www.afdo.org.au)

Current Organisational Design

About the Role

Reporting to: Chief Executive Officer

Direct Reports: Board & Government Officer

Volunteers and consultants as needed

Matrix Reports: Communications Officer (direct report of the CEO)

Location: Designated workplace - Melbourne CBD

Remote work available, subject to WHS requirements being met

Employment Status: 12-month maximum contract – opportunity for renewal

Hours: 37.5 per week, Monday to Friday

#### Position Summary

#### This role enables the CEO to focus on core business matters and external stakeholder engagement by providing high-level administrative and operational support. The role also assists in the small running of the organisation by overseeing key support functions including board support, governance, corporate communications and member engagement.

Responsibilities and Key Decision Making in this Role

* CEO calendar management
* Management of correspondence on behalf of the CEO
* Oversight of key organisational support processes
* Making decisions concerning:
  + Recruitment of staff
  + Travel and accommodation costs
  + Meeting costs such as venue, catering, A.V. hire, interpreters, captioning etc
  + stationery and external printing costs.

Responsibilities

1. **Executive Support to the CEO**

* Proactively manage the CEO’s calendar by organizing meetings, making travel arrangements, preparing supporting material and attending to all other details such as accessibility and dietary requirements.
* Prepare relevant briefing material for the CEO ahead of meetings.
* Act as a point of contact for internal and external stakeholders, appropriately screening and prioritising contact, and providing a conduit of information to the CEO.
* Manage the CEO’s email correspondence, prioritising / directing incoming correspondence as appropriate and drafting and / or sending responses as appropriate.
* Prepare emails, correspondence, meeting agendas, presentations, documents, spreadsheets and meeting notes / minutes.

1. **Organisational Support**

* Manage email correspondence for organisational email accounts, responding to or forwarding correspondence as required.
* Develop and update AFDO’s global calendar of key events, external meetings and deadlines for funding reports/acquittals.
* Oversee the architecture of AFDO’s electronic records management system.
* Manage relationship and service levels with IT services provider.
* Manage contract with provider of co-located office space.
* Manage the Cabcharge and corporate credit card accounts.
* Review and authorise / process for approval incoming invoices and expense claims.
* Schedule and attend regular management meetings, take minutes and follow up actions.
* Schedule and make arrangements for regular staff meetings.

1. **Board & Governance**

* Manage the performance of the Board & Governance Officer to ensure sound board support and adherence to the constitution and internal policies.
* Provide back-up support for coordination of board meetings, board reports and minute taking.

1. **Corporate Communications**

* Oversee the day-to-day workload and priorities of the Communications Officer.
* Schedule and facilitate regular Communications meetings with the Management Team.
* Assist the CEO and Management Team in the review of communications artefacts (media releases, social media posts, website content, etc).
* Contribute to communications strategy, activities and content.

1. **Member Engagement**

* Create and monitor as schedule of regular individual interactions with members and the CEO.
* Schedule and manage regular member forums, working with the CEO to invite guest speakers and managing a schedule of members to speak.
* Oversee or attend to all forum logistics including travel, accommodation, technology, accessibility and dietary requirements.
* Collate and prepare grant activity work plan reports.

1. **General**

* Recruit, induct and manage direct reports in accordance with AFDO policies and procedures.
* Maintain a broad awareness of external matters relevant to AFDO’s work.
* Work collaboratively with team members to contribute broadly to the achievement of AFDO’s objectives.
* Participate in organisational and team planning initiatives.
* Provide regular reporting as necessary.
* Undertake other tasks as directed by management in keeping within the scope of this role.

Selection Criteria

* This position is only available for those who identify as a person with disability as allowed under 'special measures' of the Equal Opportunity Act 2010; you need to outline how you meet this requirement
* Minimum five years’ experience in a personal / executive assistant capacity
* Excellent interpersonal skills with the confidence to liaise with stakeholders up to senior levels within the sector, government and other organisations
* Knowledge of the machinery of government and the disability sector or the capacity to develop this knowledge
* Demonstrated abilities in managing complex diaries and travel arrangements, and prioritising issues and tasks
* Demonstrated capability to apply critical thinking, judgement and discretion to all matters concerning the CEO
* High level of initiative with the capability to think ahead and anticipate
* Professional and solutions-focused approach to work with the flexibility to accommodate shifting priorities
* Strong written communication skills with excellent attention to detail
* Ability to undertake a high workload effectively, efficiently and autonomously balanced with keeping a strong focus on teamwork
* Proficiency in Microsoft suite and other technologies required for remote work
* Relevant qualifications in business or administration preferred, but not essential
* Ability to work in a sensitive, complex and demanding environment
* Ability to maintain productivity in a remote working environment
* Suitable remote working facilities (ie, working from home facilities)
* Clear National Criminal Record Check

How to Apply

Please write a two-page covering letter outlining how you meet the above selection criteria and send it along with your resume to [carol@thehumanequation.com.au](mailto:carol@thehumanequation.com.au)

Only candidates invited for interview will be contacted.