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## **Position Description - PA / Administration Assistant**

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The PA / Administration Assistant operates within a team environment, and is responsible for the provision of high quality administrative support within Ridley Melbourne. The person is required to display a high level of professionalism, regularly interacting with the external and internal community as well as dealing with confidential information.

The person will be required to develop a high level of understanding and working knowledge of the ministry of Ridley including the centenary appeal and supporter base and will be required to contact supporters.

### **Aim of the Position**

To provide support to the Dean of the Anglican Institute/EFAC (2 days) and to the Centenary Appeal (2 days).

### **Accountability**

Reports to the Dean of the Anglican Institute and the Appeal Manager

### **Responsibilities**

#### **A. Anglican Institute/EFAC**

1. Coordinating schedules and time management – scheduling appointments and meetings, managing diary, ensuring that time objectives are met.
2. Managing communications – emails, letters, phone calls and other communications.
3. Information management – filing systems, preparing agendas, minutes etc.
4. Organisation of events – meetings, training, travel arrangements etc
5. Look after reception (1day)
6. Other duties as may be required

#### **B. Centenary Appeal**

1. Prepare and send out letters inviting and confirming guests' attendance at appeal events and follow up by telephone
2. Coordinate appeal events, maintain a schedule of guest bookings for upcoming events, organise venues and provisions and ensure venue is ready for each event.
3. Prepare kits with printed materials – brochure, tax sheet, covering letter, return envelope for each guest.
4. Maintain register for gift pledge forms received
5. Phone and thank plus prepare and send out thank you letters upon receipt of gift pledge form
6. Prepare a reminder schedule and templates for reminder letters prior to gift payments falling due.
7. Maintain ongoing summary of donor names, pledge amounts, cash flow expected from gift payments
8. Other duties as may be required

### **Conditions of Employment**

The position is temporary part time position – 4 days (30 hours) per week, commencing as soon as possible until 26th November 2010 .

The days to be worked are Monday to Thursday with some flexibility

Details of salary on request.

### **Experience, Qualifications and attributes**

High attention to detail is essential

Proven ability to take initiative

Excellent interpersonal and communication skills, and an ability to work with confidentiality

Ability to relate to a wide range of people

Demonstrated organizational ability

Demonstrated proficiency in Microsoft Office (Word, Outlook, Excel and PowerPoint) and Adobe Access.

**Application procedures**

Applications for the position, addressing the responsibilities and qualifications about, including a CV and the names and addresses of three referees who know you well, should be forwarded by 12<sup>th</sup> March 2010 to:

Executive Officer  
Ridley Melbourne  
170 The Avenue  
PARKVILLE VIC 3052  
Ph: 03 9207 4800 ext 912  
Fax: 03 9387 5099  
Email: [b.harris@ridley.edu.au](mailto:b.harris@ridley.edu.au)