

Senior Administration Officer

Position Description

Reporting to:	Service Manager Leaving Violence Program (LVP)	Work location:	Melbourne
Department:	54 reasons	Budget holder:	No
Team:	LVP	Direct reports:	Nil

About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children, and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. Our operations and services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

From our 54 reasons Practice Framework to our culture where you will feel valued, belong and make a difference for children, 54 reasons is truly a place you will **learn and grow**. Find out more about *Our Promise* to Children and Young People and how our Practice and Impact measurement team works to ensure the provision of high quality, contemporary and inspiring service, practise and outcomes that meet and exceed client needs. [Our Approach – 54 reasons](#)

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

Role Purpose

The key focus areas of the Senior Administration Officer role are:

- Provide effective and efficient administration and operational support to the LVP team, under guidance of the Service Manager LVP
- Contribute as a member of the organisation-wide administration team, collaborating on administrative process improvement projects and providing support as required

Here your skills will be valued

Role requirements

Administrative Support

- Provide high quality administrative support in line with organisational standards, being the first point of contact for all internal and external stakeholders
- Order and maintain stock levels of required supplies as needed
- Manage all IT queries, and liaise with the IT team to gain resolution
- Act as a first point of contact for staff regarding questions related to administrative and operational procedures
- Assist with preparation of events, functions and meetings as requested
- Provide support for staff and network meetings including scheduling assistance, and distribution of agendas and minutes



- Provide administrative support to programs as requested
- Enter invoices and credit cards for processing and ensure all coding is correct

Operational Support

- Liaise with other departments, including IT, Risk and Business Services, to ensure offices/sites and teams are supported and following the correct processes for procurement of equipment, garaging vehicles, etc.
- Organise logistics and travel for team members
- Process utilities and equipment/resources invoices for program sites, assisting teams with Agresso as required
- Manage fleet vehicle coordination, ensuring that logbooks are up to date and car inspections are recorded

Compliance

- Ensure employees who utilise vehicles have a current, valid driver's licence
- Coordinate and maintain staffing compliance with support from the People and Culture team, helping ensure that all child safeguarding checks are current (Working With Children Checks / Fit2Work)

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Work with the Operations Manager and liaise with stakeholders in relation to complying with risk protocols across programs

All roles at Save the Children contribute to our impact for children

At Save the Children and 54 reasons, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring to this role:

Essential knowledge or experience

- Prior experience in a client facing and/or administrative role
- Exceptional customer service focus (both internal and external stakeholders)
- Rapport building and relationship building abilities
- Highly developed verbal and written communication skills
- Ability to liaise with a diverse range of people, stakeholders and customers
- Strong time management and organisational skills, and ability to work under pressure to tight deadlines
- High levels of attention to detail and quality
- Demonstrated knowledge of office management/administration protocols, processes and procedures

- Prior experience working in a fast paced environment and to strict deadlines
- Strong commitment to providing high levels of customer service (both internal and external stakeholders)
- Initiative, flexibility and ability to work independently as well as in a team
- Ownership and accountability of one's work
- High levels of confidentiality and integrity (relating to both data and verbal communication)

Required qualifications and/or accreditations

- Certificate/Diploma in Business Administration, or relevant experience

Additional Information

- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- 54 reasons is an Equal Opportunity Employer

Driver's Licence: Not required

Working with Children Check: Required

Travel: Nil

Assets: Laptop