

Administration Officer

Position Description

Reporting to:	Operations Support Manager	Work location:	Kununurra
Department:	54 reasons	Budget holder:	No
Team:	Operations and Business Services	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 Administration Officer role are:

- Provide effective and efficient administrative support to the Kununurra team
- Support Kununurra and other WA teams to deliver a professional service to all members of community, including ensuring administrative functions are carried out efficiently to meet deadline requirements

Here your skills will be valued

Administrative Support

- Provide administrative support to the team
- Provide support for staff and network meetings including development and distribution of agendas and minutes
- Support staff with administrative and operational tasks as required (timesheets, system access, logging IT requests, etc)
- Assist with monthly stock orders as required
- Organise contractors and quotes as required to meet office needs
- Ensure utilities, property management and fleet/vehicle invoices are processed in a timely manner
- Answer calls and queries in a professional manner
- Support community members to feel welcomed and supported to locate the appropriate person or resource

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 [Child Safeguarding Policy](#) and [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

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

- Excellent customer service skills
- Rapport building and relationship building abilities
- Highly developed verbal and written communication skills
- Strong time management and organisational skills
- High levels of attention to detail and quality
- Typing and computer literacy skills (Word processing, spreadsheets, databases and graphics)

Desirable knowledge or experience

- Experience in a client facing, reception and administrative role
- Demonstrated knowledge of office management/administration protocols, processes and procedures
- Experience liaising with a range of external contacts

Required qualifications and/or accreditations

- Certificate in Business Administration or similar an advantage, or willingness to undertake

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:

Required

Travel:

Nil

Working with Children Check:

Required

Assets:

Laptop