

## Operations Coordinator Position Description

Reporting to:	Head of Programs	Work location:	Melbourne, Sydney or Brisbane
Department:	Library for All	Budget holder:	No
Team:	Library for All	Direct reports:	Nil

### Here you'll make a difference

*At Library For All, 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.*

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

At Save the Children, Library For All & 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.

Reporting to, and supported by, the Head of Production (publishing) this role creates a positive impact for children globally by supporting Library For All's operations, publishing, and sales activities.

### At LFA your skills, knowledge and experience are valued.

#### Role requirements

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 in this role:

You are a dynamic administrative professional who excels in dynamic, innovative, and high-performing environments. With exceptional interpersonal skills and a talent for building strong stakeholder relationships, you adapt your communication style to suit diverse audiences effortlessly. You have a proven ability to achieve ambitious goals while working independently in a rapidly growing organization.

Most importantly, you share our passion to deliver improved educational outcomes for children.

#### Team Operations, Administration and Support

- Provide general administrative support to the team, including meeting coordination, documentation, and assisting with ad hoc projects as needed.
- Provide general administrative support to the CEO, including diary management, travel booking and financial acquittal activities.
- Provide general logistical support at the Brisbane warehouse, if location allows.
- Assist with tracking, budgeting, and financial reporting to support operational transparency and accountability.

#### Publishing Team Administration and Support

- Provide administrative support for the acquisition and development of content assets (manuscripts, images, illustrations, contracts, print and digital publications), including, but not limited to, data entry, records management, and image research.
- Support the selection and/or creation of descriptions, keywords, and other relevant metadata.
- Manage assets in the digital warehouse, ensuring that the asset register is accurate and up to date, all assets are secure, protected and ready for distribution.
- Contribute to the continuous improvement and implementation of processes and workflows, based on monitoring and evaluation of publishing outcomes.

### Sales Management and Order Fulfillment

- Support fulfillment of book sales orders, including curation of book lists, data entry and tracking of delivery estimates.
- Support fulfillment of creator complementary copy distribution, including placing orders and managing mailouts.

### 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 Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- 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

### Here you'll belong

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#### Essential knowledge or experience

- Experience in providing administrative support in a fast-paced environment, including advanced use of EXCEL, Teams and SharePoint.

- Strong organisational skills, with an ability to manage multiple projects and prioritise tasks effectively.
- Proven experience in individual time management and prioritization of tasks across a range of stakeholders.
- Excellent verbal and written communication skills, with attention to detail.

#### Desirable knowledge or experience

- Experience working in a not-for-profit or educational publishing environment is an advantage.

#### Required qualifications and/or accreditations

- Industry work experience is highly regarded

#### Additional Information

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- Any offer of employment at Save the Children Australia 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
- Save the Children Australia is an Equal Opportunity Employer

**Driver's Licence:** Not required  
**Working with Children Check:** Required

**Travel:** Some possible travel  
**Assets:** Laptop