



Nightcliff Community Centre
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IdA Patron, Her Honour, the Honourable Vicki O'Halloran AM Administrator of the Northern Territory

Integrated disAbility Action Inc (IdA) is the peak consumer body for people with disabilities, their families, carers, workers in the disability field and those with an interest in the area.

Job Description

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| Position Title: | Administration Officer |
| Position Purpose: | The Administration Officer coordinates the office systems and undertakes the administration for Integrated disAbility Action Inc (IdA) |
| Position Reports to: | Executive Officer |
| Position Location: | 4/18 Bauhinia Street, Nightcliff Community Centre |
| Industrial Instrument: | The Fair Work Act 2009, Social, Community, Home Care and Disability Services industry (SCHADS) Award 2010 |
| Terms of Employment: | To be negotiated |
| Award Classification: | Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010 2.1 |
| Salary: | As per award |

Background to the position:

Integrated disAbility Action Inc (IdA) was formed in 1996 as the Northern Territory (NT) Peak Consumer Organisation for Territorians with disability. IdA actively supports and represents the views of people with disability and those of their family members, carers and guardians (paid and unpaid). The Administration officer will provide administration assistance to the Executive Officer.

Statement of Duties:

A person employed under the Social, Community, Home Care and Disability Services (SCHADS) award at level 2.1 will work under general guidance within clearly defined guidelines and undertake a range of activities requiring the application of acquired skills and knowledge.

Summary of main duties to be performed, listed with equal priority

Ability to work under general guidance from the Executive Officer within clearly defined duties and undertake a range of activities requiring good skills and knowledge working within the community sector.

1. The ability to work under general guidance from the Executive Officer to perform functions which are defined by established routines, methods, standards and procedures, to exercise initiative in applying work practices and procedures.
 2. Take and document phone calls and follow up all client enquiries with appropriate people.
 3. To actively promote IdA whenever and wherever possible and increase membership.
 4. Document all visitors to office and outcome of their visits
 5. Maintain booking details of meeting room.
 6. Oversea members when using IdA resource computer.
 7. To maintain and shop for stationery, general office supplies and cleaning supplies required in office.
 8. To ensure that office is kept clean and dusted and vacuumed weekly and fridge is defrosted once a year.
 9. To check mailbox twice a week for post and take outgoing post to post office.
 10. The ability to be responsible for managing time, planning and organising their own work load.
 11. The Administration Officer will be required to resolve minor work procedural issues in consultation with the Executive Officer.
 12. Coordinating, updating and maintaining data base and membership contact lists and maintain social media sites and IdA Website.
 13. Communications, including dissemination of information through email and weekly e.bulletin to individual and corporate member organisations.
 14. Publications including the editing of promotional materials on behalf of Integrated disAbility Action Inc..
 15. Process and prepare invoices for the Treasurer , and manage the ordering of office supplies, managing petty cash and maintaining filing records.
 16. Preparation and planning of Members meetings and events, AGM and IdA events, including advertising and catering.
 17. General office duties including providing both telephone and a range of general day to day office duties.
 18. Maintain database of incoming and outgoing correspondence.
 19. Arrange meeting and maintain calendars for the Management Committee and Executive Officer and other organisations as necessary.
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Position Attributes

At Integrated disAbility Action we value the ability to work creatively and independently, and the ability to be part of a team that treats others fairly and with respect.

The Administration Officer will have:

- experience of working within the community sector;
- well-developed IT and word processing skills including email software and administration skills;
- sound verbal communication skills;
- ability to organise and prepare meetings/workshops
- ability to take minutes;
- ability to work in a small team;
- a commitment to social justice principles;
- a current NT drivers licence;
- a current Northern Territory working with children card;
- and a current NT police clearance

