

Position Description

Position Title:	Administration Assistant – Community Engagement & Fundraising (CEF)
Level:	Clerks – Private Sector Award 2020 Level 3
Location:	Arundel, Gold Coast
Employer:	Bravehearts
Reports to:	Commercial Director

Our Vision

A world where people, communities and systems all work together to protect children from sexual abuse.

Our Mission

To provide a coordinated and holistic approach to the prevention and treatment of child sexual abuse.

Our Values

Integrity: We act with integrity, demonstrate accountability, honesty, and at all times, behave ethically.

Respect: We behave and communicate with inclusivity, mindfulness, and professionalism whilst continually embracing diversity.

Energy: We unreservedly apply ourselves using all efforts, power and abilities towards protecting children from child sexual abuse.

Empathy: We acknowledge the bravery of survivors and those that support them. Without fear or favour, we seek to ensure that children have a childhood free from sexual harm.

Bravery: We seek to genuinely understand other people's experiences, culture and perspectives. In turn, we support individuals and communities in a manner that is meaningful to them.

Position Purpose

The Fundraising Administrator offers comprehensive administrative support to the Community Engagement and Fundraising team, ensuring the seamless and efficient operation of team activities and events, while contributing to the overall effectiveness of fundraising initiatives.

Key Responsibilities

- Provide efficient administrative support to the Partnerships Manager and Fundraising Co-ordinator.
- Collaborating closely with the Partnerships Manager to oversee the execution and seamless delivery of sponsorship commitments in coordination with internal teams.
- Manage the ordering, fulfilment, stocktake, and distribution of promotional merchandise.
- Prepare financial reports related to Corporate Partnerships, Donations, and Events.
- Prepare proposals and agreements for Corporate Partnerships in conjunction with the Corporate Partnerships Manager.
- Ensure the accuracy and maintenance of data within the CRM system.
- Oversee the coordination and implementation of the donation tin program.
- Working closely with the Fundraising Co-ordinator to design and implement fundraising pages for corporate partners.
- Conduct research and provide reports on market trends relevant to fundraising and partnerships.
- Assist in the execution of annual fundraising appeals.
- Working closely with the Fundraising Co-ordinator to assist with:
 - Regular reporting on Bravehearts' portfolio of donors and donor journey management;
 - Co-ordination of strategic email marketing campaigns; and
 - The development and delivery of annual communication plans to donors and regular givers.
- Assist with general administration duties for the Community Engagement team as directed.

Other

- Attendance at conferences/meetings/Bravehearts functions with approval as required.
- Maintain exceptional attention to detail in all aspects of the day-to-day administration and support events.
- Support tasks assigned by the Director of Commercial.
- Participate in Self-Care activities.
- Work as part of a team to attain Bravehearts' Mission.
- At all times uphold the Bravehearts values: energy, empathy, respect, integrity and bravery.
- Represent as a Health and Safety Committee member fulfilling the responsibility of this role to support WHS at Bravehearts.

Qualifications/Experience:

- Previous experience in administration, office coordination is an advantage.
- Excellent communication abilities coupled with a strong aptitude for diligent follow up and fostering meaningful connections.
- Collaborating effectively within a team while delivering comprehensive administrative support to ensure seamless operations (in an events setting would be advantageous.)
- Must possess a driver's licence and the right to work in Australia.
- Must have or be willing to apply for a CCYP Working with Children Check (Blue Card) and National Police Certificate.

Skills and Abilities:

- Strong written and verbal communication.
- Proficient in Canva and PowerPoint.
- Ability to communicate effectively with internal and external parties.
- Ability to work well within a team environment.
- Exceptional organisational and time management skills.
- Proactive and demonstrates initiative.
- Intermediate use of Microsoft Office 365 suite and keyboard skills.
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I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I will immediately inform my manager of any charges of child sexual abuse or interpersonal violence.

I have read, agree, and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual abuse, or violence towards person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____