



Community driven justice.

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## POSITION DESCRIPTION: EXECUTIVE ASSISTANT

### Organisational context

Fitzroy Legal Service is dedicated to assisting the most marginalised members of the community with legal information, advice and representation, as well as championing law reform and conducting public interest litigation.

Fitzroy Legal Service provides legal services for communities who are disproportionately impacted by law and policy, and those who face systemic barriers to accessing justice due to poverty, race, discrimination, and disability. We provide a dedicated statewide phone service for incarcerated peoples, and various multidisciplinary outreach programs reaching communities of colour, homeless people, LGBTIQ+ communities, and people who use drugs.

We work towards a fairer and more just Victorian community, one in which the legal and broader social system supports equality and justice.

Fitzroy Legal Service is an amalgamation of the Darebin Community Legal Centre and Fitzroy Legal Service, which took effect on 1 February 2019. The amalgamated entity draws on the significant histories and legal assistance services provided by the Darebin Community Legal Centre (established in 1988) and the Fitzroy Legal Service (established in 1972). Our services are offered across the Cities of Darebin and Yarra, and the inner north of Melbourne. For further information please visit our website [www.fls.org.au](http://www.fls.org.au).

*Our Values: Integrity | Courage & Passion | Empowerment & Advocacy | Connected to Community.*

### Position Context

The Executive Assistant contributes to Fitzroy Legal Service in a manner that supports achievement of the overall strategic directions of the organisation. Working within a team environment, the position provides specific support to the CEO, and as relevant, members of the Senior Management Team. The Executive Assistant also provides administrative support for the Board of Governance under the direction of CEO. Additional duties include participating in the delivery of the Communications Strategy. Due to the nature of the position and the variability of hours and work, flexibility is essential.

### POSITION OUTLINE

Classification and conditions

The terms and conditions of employment are set out in the Community Legal Centre's 2006-2009 Multiple Business Agreement(MBA) and Fitzroy Legal Service policies. This position classification is dependent on the skills and experience of the successful applicant, and is offered as a part-time time ongoing position. The salary range is from \$77,577 - \$88,761

	<p>per annum (paid pro rata) plus superannuation, annual leave loading and generous non-profit salary packaging benefit.</p> <p>Employer funded superannuation is paid in accordance with the Superannuation Guarantee (Administration) Act 1992 and is in addition to the salary offered. The benefits of tax-effective salary packaging are also provided.</p>
Hours & Duration	<p>25- 30 hours per week (negotiable). Preference is for this to be spread across 4 or 5 days.</p> <p>Some after normal hours is required to support Board and Board committee meetings and occasional organisational events.</p>
Location	<p>This position will be based at either the Fitzroy or Reservoir office with work from home flexibility.</p>
Responsible to	<p>The Chief Executive Officer.</p>
Direct Report/s	<p>Nil</p>
How to apply	<p>Applications must include:</p> <ul style="list-style-type: none"> <li>-A covering letter, no longer than two page, which includes a description of what has motivated you to apply for this position; and the key reasons you believe you would be a good match for this role.</li> <li>-- A resume which includes your contact details, education, previous work and volunteer experience</li> </ul> <p>Applications should sent by email to:</p> <p>Kristine Olaris, CEO, <a href="mailto:kolaris@fls.org.au">kolaris@fls.org.au</a></p> <p>Applications must be received by <b>midnight on Wednesday 14th September 2022</b>. Late applications or applications will not be considered.</p> <p>Please direct enquiries regarding the position to Hui Zhou on 94193744 or at <a href="mailto:hzhou@fls.org.au">hzhou@fls.org.au</a></p>



## **POSITION OBJECTIVES**

The Executive Assistant has a critical role at FLS, providing high level administrative, planning and logistic support to the CEO, Board and senior management team. They will also liaise with internal and external stakeholders in undertaking their position objectives of:

- Provide administrative support to the CEO, and to the Board of Governance
- Provide administrative support, as possible, to members of the senior management team

## **KEY DUTIES AND RESPONSIBILITIES**

Dependent on skills, experience and availability of the preferred applicant, these are likely to include the following:

### CEO support

- Support Senior management / leadership meetings, including preparing agendas, gathering and preparing documents, taking minutes and attending to logistics of meetings
- Researching and preparing reports, presentations and correspondence
- Liaise with internal and external stakeholders on behalf of the CEO as required
- CEO diary management, including ensuring the CEO is prepared and resourced for external meetings, coordinating conference and meeting registrations

### Board support

- Provide administrative support for Board of Governance under the direction of CEO. This may include meeting set up and catering, development of agendas, minute taking, distribution of Board papers for meetings, follow up on administrative tasks related to Board members and meetings.

### Organisational support

- Provide administrative support to FLS Senior Management Team members as possible within time constraints
- Undertake a key role in the preparation of organisational events, forums and meetings as required eg Annual General Meetings. In the first 6 months of this role this will include providing support to the 50<sup>th</sup> anniversary events, and committee
- Provide administrative and planning support to fundraising activities
- Provide support to recruitment and induction processes

### Communications

- Participate in the FLS Communications Working Group and the coordination/ delivery of some communications activities eg keeping the FLS website up to date, coordination of FLS newsletters, social media posts of job vacancies & events

### General

- Support the achievement of the FLS Vision, Values and Behaviours, adhering to organisational policies and procedures
- Attend internal staff and planning meetings, supervision and performance review processes
- Participate in professional development as relevant
- Represent FLS positively in all professional dealings
- At all times treat other staff with courtesy and respect
- Perform other duties as directed and necessary to the proper performance of the role

## **KEY SELECTION CRITERIA**

### **Qualifications & Experience**

1. A Tertiary qualification in a relevant field would be highly regarded
2. At least 3 years' experience in a similar role

### **Essential Knowledge, Skills & Attributes**

1. Commitment to the vision and values of FLS
2. Highly effective written and verbal communication skills including interpersonal skills
3. Well-developed problem-solving skills & ability to effectively use initiative
4. Demonstrated ability to effectively manage and prioritise multiple tasks
5. Attention to detail, ability to keep accurate minutes and records
6. High level of digital literacy – including knowledge of WordPress, Mailchimp, Canva and proficiency in Microsoft Office applications – and experience in use of social media and in communication campaigns
7. Demonstrated event management experience
8. Well-developed understanding of need to maintain confidentiality and professionalism in all business dealings

### Desirable

1. Knowledge of Convene software
2. Good self-care and stress management skills

The Fitzroy Legal Service is an inclusive employer and does not discriminate on the basis of age, race, gender, ethnicity, religion, sexual orientation, gender or disability. Members of the LGBTIQ+ community, CALD, Aboriginal and/or Torres Strait Islander people and those with their own lived experiences of discrimination or criminalisation are also encouraged to apply.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

The successful candidate must undergo a National Police Check. Disclosure of a criminal record does not necessarily preclude employment with FLS, but if needed, we will invite applicants to address this. FLS has actively campaigned against Criminal Records Discrimination and for the establishment of a Spent Convictions Scheme in Victoria.

