

SCHEDULE 1 – Details
Item 1. Position Details

Position Title	Administration Coordinator	Reporting To	Chairperson and Just Home Committee
Award	Social, Community, Home Care & Disability Services Industry Award Level 5 (MA000100)	Direct Reports	Bookkeeper
Classification	Administrative	Hours	15 hours per week (0.4FTE)
Remuneration	<ul style="list-style-type: none"> • Wage as per SCHADS Level 5.1 with annual step increases • Travel allowance as per SCHADS award (80c/km) when using own vehicle for Just Home business • Superannuation as per superannuation guarantee (currently 11.5%) • Four weeks annual leave (pro rata) with 17.5% leave loading • Two weeks sick leave (pro rata) • Flexible working hours • Capacity to accrue TOIL and negotiate leave without pay • Computer, phone, office and office expenses provided by Just Home • 3-month probation period 	Contract	Fixed term: 12-month contract and 15 hours per week

Organisation Overview

Just Home Margaret River Inc, is a local housing advocacy organisation committed to promoting and facilitating accessible housing within the community.

Key areas of focus include but are not limited to:

- Facilitating appropriate accessible, low cost, sustainable housing and shelter options for local people
 - Who are on a low income
 - Who are vulnerable, disadvantaged and/or in crisis
 - Experiencing homelessness
- Advocacy and activism to address disadvantage and injustice
- Inclusive community education and self-determination for people experiencing disadvantage regarding housing and housing related issues
- Distribute any lawfully acquired monies or other resources towards provision of appropriate and locally accessible support services as well as appropriate, accessible, low cost, secure and sustainable housing options.

Just Home is committed to supporting staff and volunteers with their personal and professional development.

Position Overview

This position coordinates two aspects of Just Home Margaret River's work:

- **Office Management**
- **Organisational Support and Governance**

Duties & Responsibilities

Office Management

- Manage the day-to-day general administration of the Just Home Office
- Manage the day-to-day communication, emails, phone calls and general enquiries
- Work collaboratively with the Committee to support all Just Home's activities
- Work collaboratively with the Bookkeeper to support payroll, banking, and budget management.
- Maintain IT systems

Organisational Support and Governance

- Provide administrative support to the Just Home Committee including organising monthly meetings, preparing agendas and minutes, preparing reports and following up on actions
- Provide administrative support for collaborative activities lead by Just Home, including the Social and Affordable Housing Taskforce, by organising regular meetings, preparing agendas and minutes, preparing reports and following up on actions
- Provide administrative and communication support for all advocacy activities lead by the Just Home Committee
- Provide administrative and communication support for events or fundraising activities organised or lead by the Just Home Committee; and attend community meetings and/or events as required
- Assist with stakeholder engagement efforts, ensuring effective communication and collaboration
- Support efforts to secure funding for Just Home activities
- Provide administrative support for the development of Just Home's Strategic Plan, Annual Report and the Financial Report each year
- Provide support for external communication, including website, media engagement and social media
- Maintain good organisational governance including by implementing and reviewing policies and procedures

Skills, Attributes & Experience

Essential:

1. Strong administrative skills and office management experience
2. Demonstrated capacity to work independently under leadership of a not-for-profit volunteer Committee
3. Strong interpersonal, verbal, and written communication skills, with the ability to liaise with a range of stakeholders, including State and local governments, local community groups, and Just Home volunteers and members.
4. Strong IT and Microsoft skills, including cloud-based applications
5. Experience in organising meetings, including preparation, distribution of materials, and liaising with external stakeholders.

6. Knowledge or experience in the Community Services Sector, with a commitment to social justice and supporting individuals facing injustice.
7. Current Police Clearance

Desirable:

1. Grant application and acquittal experience
2. Media, web and social media experience
3. Bookkeeping skills and/or experience

Conditions of Employment

- Current National Police Clearance