Position Description

Corporate Services Administrator

November 2021

Thriving Rural Futures

ACRE

Who is ACRE

ACRE is a rapidly growing social enterprise with a purpose to drive the renewal of Australia's rural communities so that future generations may thrive. We do this through championing and embedding entrepreneurship to rejuvenate rural communities through building economic, social and cultural prosperity.

Social Enterprise Academy Australia

The Social Enterprise Academy (SEA) is managed by ACRE - Australian Centre for Rural Entrepreneurship in Australia, delivering Social Enterprise Schools, an internationally-recognised learning program for young people.

The Social Enterprise Academy is a learning and development organisation that supports changemakers across Australia and around the world. We use a proven approach that inspires and engages learners of all ages, bringing out their talent and strengths. Originating from Scotland in 2004, there are academy hubs in 14 countries around the globe.

More Information about ACRE can be found at our website www.acre.org.au

Purpose

To drive the renewal of Australia's rural communities so that future generations may thrive.

Vision

A thriving rural Australia that is agile, resilient and enterprising.

Mission

We champion and embed entrepreneurship to rejuvenate rural communities through building economic, social and cultural prosperity.

Our values

Connect with purpose – Relationships matter. We build connections between sectors and generations and believe that working with people creates the greatest impact.

It's a long game – we understand that meaningful change involves risk-taking and takes time, dogged determination and hard work, and sometimes, failure in order to succeed.

We are grounded – our language is simple, clear and embedded in the real world (no jargon) and helps others to connect to us. We take our work seriously, are willing to take risks and celebrate our achievements.

Be the change – we are the change we seek to create in the world, which inspires others to participate.

We look after each other – we greatly value our team and care for each other through triumphs and tribulations.

Boots on – we are proud of our country heritage and passionate about improving the lives of rural Australians.

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About the role

Position title: Corporate Services Administrator

Report to: Clayton Neil, Chief Operating Officer (COO)

Type: Full time ongoing Employee

Start Date: December 2021

Salary: $75,000 per annum pro rata (inclusive of superannuation)

Length of employment: 12months

Hours of work: 5 days per week (1.0 FTE)

Work location: Old Beechworth Gaol, Beechworth

Position Overview

The key purpose of this role is to support the day-to-day operational activities of the organisation and to plan, direct and coordinate the overall administration of the organisation. The Corporate Services Administrator will perform the administrative functions related to finances, human resources, risk and compliance, information technology, board support and the implementation of office services and systems.

Duties and responsibilities

This role will provide direct administrative support to the ACRE Board & Executive team including:

Administration

- Deliver effective and responsive support to the executive team
- Support & implement the development of internal policies, processes, and guidelines
- Support & implement the development of plans and strategies as they evolve
- Respond in a timely manner to general business inquiries
- Provide excellent customer service
- Manage existing databases and memberships
- Coordinate and support electronic filing systems
- Provide administration support for project teams as required

Finance

- Work with our Finance team to support & implement financial and accounting processes
- Update daily transactions records and assist with payroll administration
- Manage accounts receivable and payables as well as staff reimbursements and expenses

Human Resources

- Assist with the development & implementation of new employment agreements & contracts
- Provide input into the development of position descriptions
- Coordinate staff inductions
- Oversee compliance checks for all employees and ensure relevant documentation is up to date

Information Technology

- Work with an external provider to support IT requirements across the organisation

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- Collaborate with the broader team to implement new systems and processes as required
- Coordinate IT repairs and assistance across the organisations project teams

Governance and Risk

- Support and contribute to the Risk Management Committee
- Support the management & implementation of OH&S related matters including COVID for the organisation at the Old Beechworth Gaol & Typo Station
- Ensure all policies & procedures remain current and are reviewed regularly
- Develop new policies and procedures as required
- Support the implementation and ongoing review of the Risk Management Framework

Grants and Funding

- Collect critical project data and support grant submissions and acquittals
- Assist with the development of presentations, bids and proposals

Board

- Assist in the development of board papers and distribute the board pack
- Schedule and coordinate meetings, logistics and events for the board
- Provide ongoing support as required for new board members
- Oversee compliance checks for all board members and ensure relevant documentation is up to date
- Maintain board registers
- Facilitate flow of information between the board and the executive team

Skills required

Excellent administration skills: Ability to organise people and skills in financial administration and accounting are important.

Analytic: Strong analytic skills with the ability to collect, organise, analyse and disseminate information with attention to detail and accuracy

Operational Excellence: Effectively and efficiently plan work and meet deadlines as required

Problem Solver: Ability to identify problems and implement solutions to address them.

Effective Communicator: Ability to communicate well with the team and external stakeholders and ability to organise and communicate clearly and confidently.

Team player: Ability to work within a team with excellent interpersonal skills but can also work autonomously where required

Innovative: Ability to think creatively and outside the square and think laterally about ways to achieve the best outcome for the organisation

Self-Starter: Ability to self-motivate, set personal goals, manage time well, manage stress and develop work-life balance.

Certification required:
- Working with Children's Check & Current Police Check
- COVID-19 Vaccination

For more information contact:
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