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Administration Officer - Position Description

Position title:	Administration Officer
Responsible to:	CEO, MHFFTas
Salary and conditions:	<p>Salary and conditions are in accordance with the Social, Community, Home Care & Disability Services Industry (SCHCADS) Award 2010, Level 3 Pay Point 3</p> <p>The successful applicant will have access to salary packaging.</p>
Length of position:	The position is for a fixed term of twelve (12) months, commencing 1 st May 2022 and ending 30th April 2023.
Status and hours of work:	Part-time: 24 hours per week, workdays negotiable
Location:	Ground Floor, 2 Terry Street, Glenorchy.

About us:

mental health families and friends TASMANIA (MHFFTas) is a not-for-profit organisation established over 35 years ago to provide support, advocacy, and education for and with families, friends, and unpaid carers of people living with mental ill health and/or drug use.

MHFFTas is funded by the State Government to advocate for the needs of families and friends and to ensure that those families and friends who are interested, and have the skills, take part in our *Family and Friend Representative Program* (FFRP). The FFRP offers mental health and alcohol and drug (AOD) families and friends the opportunity to participate in government and non-government mental health service planning and to assist in the selection and interviewing of mental health services staff.

MHFFTas also engages with families, friends, and unpaid mental health and AOD families and friends throughout Tasmania to understand and advocate for their support needs.

We provide referral support, education, peer support, and information for families and friends to build both their community and their capacity as a mental health and/or AOD support person.

We are based in Glenorchy and travel state-wide where and when necessary. We are a member of Mental Health Carers Australia, the Alcohol, Tobacco and Other Drugs Council of Tasmania and the Tasmanian Council of Social Services.

About the role:

The position will provide high level administrative support across the organisation and will work collaboratively with the CEO and MHFFTas team to support the successful planning, implementation and review of the organisation's project work and program delivery.

The Admin Officer will work directly with people with a lived experience of being a mental health and/or AOD family member or friend. As part of the MHFFTas team, the Admin Officer will work within the organisation's values and vision to ensure that AOD and mental health families and friends are supported, valued, and respected.

From time to time, the Admin Officer may be required to travel intra-state as part of their role.

This position is part-time, fixed term, 24 hours per week (workdays negotiable) for twelve months, with possible extension pending funding.

The Admin Officer will provide timely professional support to the CEO and Board of MHFFTas through:

- Ensuring timely responses to appointments and email requests for the CEO
- Managing files and correspondence on behalf of the CEO
- Assisting the CEO to prepare funding and non-funding submissions.
- Ensuring MHFFTas is compliant within relevant legislative requirements
- Ensuring Board meetings and subcommittee meetings are scheduled according to the Boards requirements.
- Assisting the CEO to prepare and issue Board papers, meeting minutes and associated documents in a timely and professional manner.
- Managing and file Board documents as appropriate.
- Assisting the Public Officer to prepare for and conduct the AGM.
- Research and development of policy documents as directed by the CEO
- Assisting the CEO in the development of and disseminating media releases and statements.

The Administrative Officer will provide timely professional support to the team at MHFFTas through:

- Finance support – administration of cash payments and remuneration family and friend representatives.
- Providing relevant support to project staff (for example, supporting safe space delivery and coordinating consultant activities).
- Sorting, responding to and redirecting emails (for example, forwarding emails that may be useful to other staff members).
- Coordinating travel logistics (including car hire and accommodation bookings for project staff) and event bookings (including catering and venue hire).
- Coordinating bookings and feedback for MHFFTas events (using TryBooking and Survey Monkey platforms).
- Answering phone calls and redirecting to the appropriate officer.
- CRM maintenance.
- Filing and records coordination.
- Collating statistics and assisting with reporting as required.
- Taking minutes and preparing agendas for staff meetings.
- Social media and website engagement.

- Promotion of training and events.
- Create engaging flyers and promotional materials using organisational templates.
- Actively contributing to staff meetings.
- Updating the MHFFTas events calendar.

The successful applicant will possess:

- Certificate IV or above in Business/Business Admin and/or Community Services
- Strong administrative experience.
- Project support experience.
- Strong organisation and communication skills.
- The ability to work effectively within a small team (of employees and volunteers) with diverse responsibilities.
- Demonstrated attributes and behaviours that promote positive regard to others and self.
- IT expertise and skills.
- An understanding and/or lived experience of the role of families, friends, and unpaid carers in supporting a person who has experienced mental ill-health and/or drug use.
- A current National Police Certificate and a Working with Vulnerable People Registration. (Or the ability to provide them within a reasonable timeframe.)

What we offer you:

- A friendly and supportive, family friendly work environment.
- Capacity to negotiate a mix of working from home and office-based employment.
- Opportunities to build networks within state-wide government and non-government mental health and AOD services.
- A contemporary and accessible physical working environment with easy access to parking around the Glenorchy area.
- A laptop for work purposes

Selection Criteria:

- 1) Significant administration experience in a not-for-profit organisation.
- 2) Demonstrated experience in supporting executive roles and boards
- 3) Demonstrated experience in supporting projects and events.
- 4) High level verbal and interpersonal skills including the ability to interpret high level documents/policies and submissions.
- 5) High level computer and IT skills.
- 6) An understanding and or lived experience of the role of families, friends, and carers in supporting a person with a mental illness.
- 7) Demonstrated attributes and behaviours that promote positive regard to others and self

The application Process

Email us with your resume and a maximum three-page cover letter addressing the selection criteria outlined in the position description and detailing what you specifically would bring to the role.

Email: ceo@mhfamiliesfriendstas.org.au or call [\(03\) 6228 7448](tel:(03)62287448) for further information."

Applications close Tuesday 19th April 2022 at 9:00 am.

Please note: expressions of interest will only be received and responded to if the selection criteria are clearly addressed **and** applications are sent to the email address identified above.