



POSITION DESCRIPTION – Executive Services

Position: Executive Assistant - CEO

Team: Executive Services

EFT: 0.8

Hours: Refer to contract

Accountable: CEO

BACKGROUND

Centre Against Violence (CAV) is managed by a community-based Board of Management and receives core funding through the Victorian Government Department of Families, Fairness and Housing. From time-to-time special project funding is sought from other sources.

CAV operates within a feminist framework in respect of our understanding and analysis of sexual assault and family/domestic violence. CAV provides crisis care and case management for victim survivors of family violence attending to safety and recovery within a MARAM framework. CAV also provides advocacy, information and support to adults, children and young people who have experienced sexual assault and their supporting family members and friends. We also offer services to children and young people under 18 years old who are identified as having harmful sexual behaviours.

CAV is committed to helping people of all gender identities, ethnicities, races, sexual orientations, religions, ages and physical abilities. This includes trans, gender diverse and non-binary people of all gender identities and expressions as well as cisgender women and men. We respect and celebrate the diversity within our communities and workplace and recognise that people may use different terms to describe their identity and experiences.

CAV is linked to the Victorian after hours sexual assault crisis telephone service: SACL. Our agency provides 7 days per week 24 hours per day crisis care service to victim survivors of recent sexual assault (Recent = past two weeks). CAV is also linked to Safe Steps, the state-wide family violence crisis service. CAV provides 24/7 crisis care for victim survivors affected by family/domestic violence.

CAV refers to the following Codes of Practice:

- Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors 2nd Edition 2020 DV Vic
- HSB– Intervention network for children and young people identified as using harmful sexual behaviours
- SAS Victoria- the peak body for sexual assault services and harmful sexual behaviours services. Standards of practice produced under the SAS Victoria networks guidelines are upheld.
- CAV's policies and procedures set standards of practice

CAV operates a service delivery system which complies with the requirements of ISO:9001 Quality Management System, Human Services Standards and the Rainbow Tick Standards.

Workers employed in CAV programs are provided with permanent employment subject to funding for this program being retained and to successful completion of six months' probation demonstrated by compliance to the terms of employment described in the CAV Employment Agreement which includes all requirements of the Quality Management System.



ACCOUNTABILITY

Responsible to the CEO.

AWARD

Salary and employment conditions are in accordance with the **Social, Community, Home Care and Disability Services Industry Award 2010**. Pay point will be negotiated according to qualifications and experience.

LOCATION

The Administrative base of the Centre Against Violence, including this position, is at Wangaratta. Full service is provided from Wangaratta, Wodonga and Benalla. Outreach services are provided routinely in other areas of the North East according to demand.

THE ROLE - PURPOSE

The Executive Assistant will provide exceptional coordination of all administrative and operational matters of the Centre Against Violence's executive services areas – including the CEO and Board of Management.

This role also provides management, facilitation and support for various projects as requested by the CEO. In addition, the position is pivotal in providing strategic and business process assistance to the wider organisation.

HOURS

This position is 0.8 EFT. Hours can be negotiated and will be set out within the employment contract.

QUALIFICATIONS AND EXPERIENCE

This position requires extensive experience operating as an Executive Assistant at a senior level. Business administration or related qualifications an advantage.

KEY TASKS

- **Effective administration coordination** – provide effective and efficient coordination of all routine administration matters relating to the CEO and board members. This includes diary management, correspondence, and event organisation. Support will also be provided to the Senior Leadership team.
- **Reporting** – Monitor and assist in the coordination of funding, governance and performance reporting.
- **Communication** – Support the delivery of effective internal and external communication including the management of the Centre Against Violence's social media channels, website, media contacts, and communication with stakeholders.
- **Facilitate positive relationships** – Maintain positive partnerships within the sector and partners throughout the Ovens and Murray region to facilitate and support the work of the Centre Against Violence.
- **Project management and research** - Coordinate and monitor key timeline and deadlines of projects assigned to the CEO and Senior Leadership team.
- **Governance** – support all Board processes and requirements including meeting organisation, agendas and minutes, governance requirements, board support, and correspondence.



KEY SELECTION CRITERIA

1. Commitment to the philosophy of Centre Against Violence and to the values it upholds and a high level of personal integrity.
2. Extensive experience operating as an Executive Assistant at a senior level. Business administration or related qualifications an advantage.
3. Demonstrated ability to manage and coordinate a range of competing priorities and deadlines including experience in planning, coordinating and delivering small projects and events.
4. Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of stakeholders, including Board members, senior levels of government, and other sector professionals.
5. Knowledge of and capacity to efficiently use ICT and organisational systems.
6. Strong communication skills, including excellent written skills and ability to effectively utilise social media as a professional platform.

Desirable Skills

- An excellent understanding of project management principles with demonstrated experience in planning, coordinating and completing small projects.
- Experience working with a board or committee of management.
- Understanding of the community services sector.

SAFETY SCREENING

- *The successful candidate holds a current Victorian Drivers Licence without risk of loss through demerit points.*
- *The successful candidate holds or is willing to undertake a current Police Check and WWCC ensuring their suitability as an employee of CAV.*
- *Is not and has not been subject to an intervention order by this title or any other used in Australia or overseas*
- *The successful candidate agrees that CAV selection panel reserves the right to contact previous employers and organisations that have contracted the candidate even if such contacts have not been named as referees for the purpose of checking authenticity and claims to experience/knowledge.*
- *A minimum of two references are required and must be from an Organisation/Company phone number rather than a mobile phone number.*
- *The successful candidate, when offered the position, accepts the position with a declaration that there is no health status, either physical or mental that disables their ability to work effectively on a daily basis and notifies CAV if there is any need for modification to aid them at work.*