

	POSITION DESCRIPTION
Position Title	Project Support and Administration Officer
Reports to	Executive Officer, Mary Ward International Australia (MWIA)
Direct Reports	Nil
Employer	The Loreto Province of Australia & South East Asia. The official employer name, as per Australian Tax Office requirements, is Institute of the Blessed Virgin Mary (Loreto Sisters) (ABN 41 770 762 972)
Location	Level 2, 257 Auburn Road, Hawthorn East
FTE	4 days per week (0.8 FTE)

Loreto, Vision Mission and Values
<p>Loreto Mission</p> <p>To transform the Church and the world particularly by empowering women to seek truth and do justice.</p> <p>Loreto Code of Conduct and Values</p> <p>Through our work we seek to emulate the Gospel values as expressed through Mary Ward’s charism and the Loreto values of Freedom, Justice, Sincerity, Verity and Felicity. The Loreto Code of Conduct sets out the behaviours and attitudes expected of everyone who works at Loreto, including employees, contractors, board members and volunteers.</p> <p>Organisational Context – Mary Ward International Australia (MWIA)</p> <p>Vision</p> <p>A just world where women share leadership, children thrive, and communities live in harmony with each other and the Earth.</p> <p>Mission</p> <p>Mary Ward International Australia (MWIA) is the aid and development organisation of the Loreto Sisters of Australia and South East Asia. MWIA support Loreto Sisters and the broader global MWIA network as we work with women and communities to transform unjust structures and reduce poverty and oppression, primarily through formal and non-formal education.</p>

MWIA is full member of the Australian Council For International Development (ACFID), registered with the Australian Charities and Not-for-Profits Commission (ACNC) and endorsed by the Australian Taxation Office as a Deductible Gift Recipient.

Position Purpose

Reporting to the Executive Officer, Mary Ward International Australia, the Project Support and Administration Officer is responsible for supporting the efficient operations of MWIA by:

- Providing a broad range of high-level administrative support services to the Executive Officer, Projects and Partnerships Manager and MWIA Board and Committees.
- Participating, assisting and supporting the team to deliver excellent projects and programs on-time and with the desired impact.
- Coordinating a range of events and meetings.

Position Responsibilities

Values, Mission & Strategy

- Respect for the Loreto vision, mission and values actively demonstrated.
- Support the delivery of outcomes in alignment with MWIA's mission and objectives as outlined in the MWIA Strategic Plan 2021-2024.

Administration Assistance

- Provide high-level administrative support to the Executive Officer, ensure responsibilities are carried out in full, on time and in accordance with Board or Committee requirements.
- Assist the Executive Officer by preparing timely internal and external communications with appropriate tone and context.
- Support the team with organising events and meetings.
- Participate in meetings as required, including the preparation of minutes and any other administrative tasks required to support effective and efficient operations.
- Prepare board and committee briefing papers, reports, and other associated documentation.
- Manage incoming and outgoing mail/email.
- Update the CRM database including preparing reports and donor correspondence when needed.

- Implement agreed knowledge management system and archive documents according to Loreto guidelines.

Project Support

- Contribute to and assist as required with operational and strategic relationships, planning, and initiatives.
- Provide administrative and project support that complies with legislative and MWIA requirements to ensure effective projects and operations.
- Ensure delivery of compliant project documentation, accurate data entry, records maintenance, and other project administrative duties.
- Identify grant funding opportunities, develop a calendar schedule that maps relevant funding bodies, grants programs and timelines. Assist with writing grant applications as required.
- Keep track of grant distributions and preparing reports as required.
- Assist the Projects and Partnerships Manager in preparing related reports for the Province Council, MWIA Board, committees and EO.

Relationship Management

- Maintain and build positive working relationships with key stakeholders (both internal and external).
- Effectively manage internal relationships, systems and processes.
- Work closely with external partners and suppliers to deliver key projects.

Other

- Other duties appropriate to the position may be required by the EO, MWIA in accordance with knowledge, skills, and experience.

Key Selection Criteria

Essential Qualifications and Skills

- Demonstrated experience in the provision of administrative services.
- Experience with project administration, including managing schedules and deadlines for multiple projects.
- Demonstrated ability to manage the needs of the staff, while maintaining a focus on service delivery and activity/project completion.
- Appreciation and respect for the Loreto vision, mission and values.
- Excellent attention to detail and ability to create efficient systems and processes.
- Sound communication skills, in particular high-level written, proofreading, minute taking, document creation and formatting skills.
- Strong computer skills and experience with the complete Microsoft Office suite.

- Highly-developed liaison and interpersonal skills and ability to work collaboratively in a team environment and with a wide range of stakeholders.
- Demonstrated initiative and flexibility in taking on new projects and problem solving.
- Ability to build rapport and cooperation with colleagues as well as maintain confidentiality.
- Demonstrated level of self-awareness and resilience and the ability to manage multiple demands and prioritise accordingly.

Desirable Skills or Attributes

- Working knowledge of charitable or international development agencies or similar (faith-based).
- Demonstrated interest in working to increase opportunities for women and children in Australia or overseas.
- CRM experience.

Other

- Some interstate travel may be a requirement of the role.
- Evidence of qualifications, satisfactory completion of a National Police Records Check and Working with Children Check, as per standards in each state, is a requirement of the role.
- Note - MWIA has Fringe Benefit Tax (FBT) rebatable status with the Australian Tax Office, not FBT exempt status.