

## POSITION DESCRIPTION

Position title:	AWAVA Administration and Communications Assistant
EFT/Hours	0.4 EFT/30 hours per fortnight
Location	This position is based in Canberra.
Program area	Australian Women Against Violence Alliance (AWAVA)
Accountable to:	National Director, WESNET (contract manager) through the AWAVA Program Manager
Tenure:	Part Time Fixed Term. From 4 Nov 2019 (negotiable) to 30 June 2020 (with a 3 month probation period).
Classification:	The position is guided by Social, Community, Home Care and Disability Services Industry Award 2010 [MAO00100]. Remuneration is linked to Level 3.2 currently at \$30.63 per hour (plus superannuation, leave loading and Work Cover).

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### About WESNET

WESNET is a national women's peak body that facilitates and promotes policy, legislative and programmatic responses relevant to women and children who have experienced domestic or family violence.

WESNET works to minimise the harm to women and their children from domestic and family violence by advancing responses that:

- Ensure the safety of women and children;
- Empower them to live free of violence; and
- Improve the social, political and economic status of women.

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### About AWAVA

The Australian Women Against Violence Alliance (AWAVA) is one of the six National Women's Alliances funded by the Australian Government. AWAVA works towards ensuring that all women and their children are able to live free from all forms of violence and abuse. Our work is guided by three main sets of principles: human rights, a feminist framework, and equity, diversity & inclusivity. For more information see: [www.awava.org.au](http://www.awava.org.au)

AWAVA's auspicing body is the Women's Services Network (WESNET).

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### Position Summary

The **Administration and Communications Assistant** will provide administrative, organisational, and communication support to the program staff, AWAVA Advisory Group and WESNET as auspicing body, to deliver the aims and objectives of AWAVA.

On a day-to-day basis the Administration and Communications Assistant will provide general support, undertaking administrative, organisational and communication tasks as directed and supervised by the Program Manager.

The position reports to the AWAVA Program Manager.

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## Position Objectives

The position objective is to provide professional administrative, organisational and communication support to AWAVA's work and to maintain information flow between the AWAVA secretariat, WESNET as contract manager, the AWAVA Advisory Group, Friends and Supporters, and the community generally in relation to AWAVA programs and projects.

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## Competencies

The following competencies are deemed critical for this role

- Motivation; the ability to follow direction and work independently (under general supervision) where required
- Ability to provide support to WESNET, AWAVA program staff and the AWAVA Advisory Group in relation to AWAVA projects and programs
- A good understanding of the gendered nature of violence against women and issues relevant to marginalised groups of women in the Australian community context

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## Duties

Tasks for each week will be agreed with the Program Manager and may not include all primary responsibilities every week. Some responsibilities will be shared with other staff, and the Program Manager will support and guide the allocation of these responsibilities in day-to-day management. Primary responsibilities include:

- Developing communications materials, such as the Weekly Round-Up and social media content
- Updating and maintaining AWAVA's social media platforms (Twitter and Facebook)
- Updating and managing the website.
- Responding to emails and phone calls
- Data entry, filing and recording
- Updating and maintaining contact registers
- Organising meetings and appointments
- Secretariat support for the AWAVA Advisory Group

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## Professional Accountabilities

Comply with all relevant standards, laws and regulations relevant to any professional body associated with your role and/or relevant qualification.

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## Key Selection Criteria

**Organisational skills:** Ability to work effectively in a small team setting, meet deadlines and take direction, as well as work independently.

**Administrative skills:** Keen attention to detail, strong organisational skills, time, event, meeting planning and management, priority setting and management of multiple tasks and deadlines. High computer literacy in Microsoft Office packages.

**Written and oral communication skills:** Strong communication skills for responding to queries from members of the public and AWAVA Advisory Group by phone and email. Ability to draft documents or written communications for different audiences; friendly and competent communication style. Experience in drafting high-quality minutes desirable.

**Communications skills:** Experience in online communications including updating websites, developing content for websites and social media platforms and developing communication materials. Skills in graphic design software desirable.

**Position Content Expertise:** Understanding of the gendered nature of violence against women in the community. An understanding of identities and social inequities and how they impact women; an appreciation of feminist frameworks and the application of public policy to women, particularly women from marginalised backgrounds.

**General:** Demonstrated commitment to the principles and approach of AWAVA and WESNET as auspicing body and a broad understanding of the community services sector particularly the women's sector.

<b>Program Relationships</b>	
<b>Internal</b>	<b>External</b>
<ul style="list-style-type: none"> <li>• The WESNET Committee through the WESNET Chair, WESNET National Director and Program Manager (who is line manager).</li> <li>• Other AWAVA staff and volunteers where relevant</li> <li>• Finance and administration staff who are contracted or employed by WESNET to manage finance and any other secretariat functions</li> </ul>	<ul style="list-style-type: none"> <li>• Parliament and Cabinet</li> <li>• The Commonwealth Government particularly the Commonwealth Office for Women and Department of Social Services</li> <li>• Other National Women's Alliances</li> <li>• AWAVA Advisory Group members and member organisations</li> <li>• AWAVA Friends &amp; Supporters</li> <li>• Others as required</li> </ul>

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**Additional Information**

- WESNET is an equal opportunity employer.
- Aboriginal and Torres Strait Islander people and people who speak a language other than English are encouraged to apply.
- Occupational Health and Safety (OH&S) All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by proactively managing incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
- Employment is subject to: a satisfactory National Police Record Check at the start of the tenure and maintained as current (dated within 12 months). Successful applicants must have or be prepared to provide a current Working With Children/Working With Vulnerable People Check. The employee is also responsible for notifying the National Director if any criminal activity occurs in between checks that may be likely to come up on a future check.

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**Relationship to performance development and review**

This position description operates in conjunction with and forms part of the annual review and professional development process. An initial review will take place at the end of induction and probationary period, that is after 3 months following commencement of employment and then (depending on the length of contract) on the anniversary of commencement.

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## **WESNET conditions and benefits**

These conditions are effective from December 2014

WESNET aims to be a family-friendly work-life balance workplace offering where possible flexible working arrangements and conditions in line with the Award.

Benefits include:

- long service leave due after ten years, with access after seven
- flexible working hours as agreed to assist in work/life balance
- study leave, professional development and training, and a commitment to staff safety.
- No overtime will normally be paid (unless specifically agreed in writing).

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## **Office hours**

Office hours are 9.00am – 5.00pm, Monday to Friday or as agreed. Some out-of-hours work may be required for example participation in forums and training, and adjustments for this will be managed through 'flexi' time. It is also recognised that the employee may require some flexible time. The normal working week will be negotiated with the Program Manager. Flexibility to these hours can be arranged by mutual agreement between the employee and the Program Manager from time to time.

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## **Copyright and Intellectual Property**

Copyright and intellectual property rights in relation to resources, programs, documentation, systems and all other outputs which are produced or to which a contribution is made in the course of undertaking the employment remain the sole property of WESNET. The contributions of the employee to major pieces of written or other work will be properly acknowledged in writing on the report or product.

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## **Confidentiality and Security**

Upon commencing employment you will be required to sign a confidentiality agreement. Such confidentiality remains binding after the termination or resignation of the Employee. Breaches of confidentiality and/or security may result in disciplinary action and/or legal action.

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## **How to Apply**

Applicants should provide:

- A brief covering letter including a 2-3-page document that addresses the key selection criteria specifically
- A CV including details of two referees

Interviews will be held on Thursday 17 October. Please keep this date free.

Applications should be emailed to [jobs@wesnet.org.au](mailto:jobs@wesnet.org.au) by 9am Monday 7 October 2019.