

# POSITION DESCRIPTION

## EXECUTIVE OFFICER – OVERVIEW OF ROLE

<b>Position</b>	Executive Officer
<b>Reports to</b>	Chair - Hobsons Bay Community Fund
<b>Internal Liaisons</b>	Hobsons Bay Community Fund Committee and Sub-Committees
<b>Remuneration rate</b>	\$40 per hour (inclusive of GST if applicable) for the equivalent of 7 hours per week
<b>Located</b>	Offsite
<b>Commencement date</b>	<i>To be confirmed</i>
<b>Conclusion date</b>	12 months from commencement date

### About the Hobsons Bay Community Fund

The Hobsons Bay Community Fund (HBCF) was established in 2006 as a perpetual philanthropy fund to benefit and strengthen the community of Hobsons Bay for present and future generations. The HBCF operates as a sub-Fund of the Australian Communities Foundation, and run by an incorporated Board. The HBCF Committee consists of a Chair, Deputy Chair, Treasurer and Members.

Our Community Impact Grants Program, and the newly launched Rapid Response Grants Program support three impact areas: Fair, Inclusive and Vibrant.

### Applicant Requirements

The Executive Officer will be employed for a period of 12 months under a Service Agreement as a contractor and will require an ABN and Public Liability Insurance in order to submit fortnightly invoices to the Hobsons Bay Community Fund.

### Applications

Applications should be made to the Chair of the Hobsons Bay Community Fund at contact [@hbcommunityfund.org.au](mailto:hbcommunityfund.org.au) by **COB Thursday, 13 August 2020**. Applications should include a cover letter addressing the key selection criteria in the Position Description and a short CV. Please email any enquiries to [contact@hbcommunityfund.org.au](mailto:contact@hbcommunityfund.org.au)

<b>Title</b>	Executive Officer
<b>Reporting to</b>	Chair, Hobsons Bay Community Fund
<b>Position background</b>	<p>The Executive Officer is responsible for:</p> <ul style="list-style-type: none"> <li>• The administrative functions of the Fund including creating and storing accurate records, transactions and decisions using authorised systems;</li> <li>• Helping to raise awareness of the Fund, for both supporters and those in need in the community;</li> <li>• Supporting fundraising and strategic initiatives as directed by the Committee;</li> </ul>

	<ul style="list-style-type: none"> <li>Supporting the Committee to grow and enhance stakeholder engagement.</li> </ul>
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## Key Responsibilities and Duties

<p><b>Provide administrative support to the HBCF Committee and its sub-committees in implementing fundraising and strategic initiatives.</b></p> <p><i>Sub-Committees include:</i></p> <ul style="list-style-type: none"> <li>- <i>Grants sub-committee</i></li> <li>- <i>Public Engagement sub-committee</i></li> <li>- <i>Governance sub-committee</i></li> <li>- <i>Strategy sub-committee</i></li> <li>- <i>Membership sub-committee</i></li> <li>- <i>Golf Day working group</i></li> <li>- <i>Business Lunch working group</i></li> <li>- <i>Open Garden day working group</i></li> <li>- <i>Other working groups as required</i></li> </ul>	<ul style="list-style-type: none"> <li>Perform professional and accurate administrative duties for the HBCF Committee as required.</li> <li>Develop and maintain systems to effectively record and store files and documentation.</li> </ul>
<p><b>Provide administrative support to HBCF Committee monthly meetings</b></p>	<ul style="list-style-type: none"> <li>Plan monthly meetings of the HBCF Committee and sub-committee meetings as required.</li> <li>Prepare agenda, minutes and other relevant meeting documents.</li> <li>Monitor and complete meeting actions and follow-up in a timely manner.</li> </ul>
<p><b>Communications and website management</b></p>	<ul style="list-style-type: none"> <li>Maintain HBCF website using Wordpress and oversee regular content updates.</li> <li>Work with HBCF members and sub-Committees to develop social media content.</li> <li>Promote website and features to HBCF supporters.</li> <li>Develop and distribute a monthly e-newsletter to supporters.</li> <li>In consultation with HBCF members, support the development and distribution of key resources including annual report, supporter information package etc.</li> </ul>
<p><b>Stakeholder database management</b></p>	<ul style="list-style-type: none"> <li>In consultation with HBCF members, undertake periodic reviews of HBCF supporter database.</li> <li>Ongoing maintenance of HBCF supporter database.</li> <li>Segment database for mailings and other communications.</li> <li>Further enhance database in-line with HBCF strategic activities.</li> </ul>
<p><b>External relationship management</b></p>	<ul style="list-style-type: none"> <li>Maintain positive and productive relationships with HBCF supporters.</li> <li>Assist in maintaining and strengthening the Fund's relationship with its sponsors and partners.</li> </ul>

	<ul style="list-style-type: none"> <li>• Help the Fund connect with wider policy initiatives and opportunities.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Other duties as required.</li> </ul>

## KEY SELECTION CRITERIA

<b>Key Selection Criteria</b>	<p><b>Specialist knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Experience in an administrative role, preferably in a community setting.</li> <li>• Highly developed IT skills including Intermediate Word, Intermediate Excel, Intermediate Powerpoint, document design and production, Workplace and Outlook.</li> <li>• Experience in developing and managing a database.</li> <li>• Understanding of Governance and how not-for-profit organisations function.</li> <li>• Well-developed written communication skills including the taking of minutes, preparation of running sheets and event briefings.</li> <li>• Strong organisational and time management skills.</li> <li>• Event co-ordination experience.</li> <li>• Knowledge of local services, in particular within Hobsons Bay.</li> <li>• Social media/web-based writing skills highly desirable.</li> <li>• Knowledge of Wordpress for website management an advantage.</li> </ul> <p><b>Interpersonal skills</b></p> <ul style="list-style-type: none"> <li>• Ability to liaise with a variety of stakeholders in a professional manner.</li> <li>• Capacity to exercise initiative as well as to work effectively within a team environment.</li> <li>• Ability to work with Committees and understand decision making processes.</li> </ul>
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