## POSITION IDENTIFICATION

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| **Title** | Program Administration Officer - LBWR |
| **Reports to** | EO – Leadership Ballarat and Western Region |
| **Employment Status** | Part-time 0.6 EFT, 12 month fixed term contract |

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| COMPANY OVERVIEW |

Committee for Ballarat (CfB) is a visionary membership body that provides progressive and innovative leadership enabling long-term social and economic benefits for an improved quality of life throughout Ballarat and the great region. It aims to leave a notable and sustainable legacy for the entire community. It is not party-political and works closely with the three levels of government.

Committee for Ballarat identifies and works through projects that target priority issues in key areas, providing advocacy for major projects, or developments that will have a significant impact on the region’s future.

Committee for Ballarat believes that leadership is often the primary determinant in the ability of a region to diversify and strengthen its economic and resource base. In 2005, Leadership Ballarat and Western Region (LBWR) was established to develop emerging leaders in our community through the Leaders Forum community leadership program.

An ongoing and highly valued experiential program, LBWR provides a unique development opportunity to inspire and mobilise emerging leaders in all corners of our community and encourages intergenerational collaboration and succession in our region.

Graduates of LBWR are encouraged to maintain positive, lifelong relationships with the program and their communities through the Leaders in Action (LIA) ‘Skills Bank’ database.

LBWR is also accountable for the community engagement section of the CfB Strategic Action plan and is responsible for providing leadership for the development and implementation of sustainable and targeted community engagement activities.

## POSITION OVERVIEW & OBJECTIVES

This role, while working primarily within the LBWR program, will also provide support for Committee for Ballarat in communications/social media activities.

The position will be responsible for undertaking a wide range of administration and communication activities, including:

**Administration & Operational Support**

* Provide high-level administrative support to the LBWR team and EO including diary management, meeting arrangements and support and other LBWR activities.
* Manage incoming and outgoing communication
* Contributing to design and desktop publishing and, where appropriate, manage the outsourcing of design for online and print publications.
* Contributing to the maintenance of the Customer Relationship Management system across the organisation, looking for opportunities to maximise the use of a coordinated system.
* Co-ordinate Leaders Forum program administration and support relating to recruitment/applications; participant information and requirements; alumni information.
* Source and coordinate all event logistics including by not limited to venue, catering, guest speakers, travel, accommodation and other suppliers.
* Develop systems and processes to ensure events and programs are of the highest quality.

**Communication & Event Management**

* Communicating effectively with a wide range of internal and external stakeholders.
* Co-ordinating, updating and maintaining CfB and LBWR’s social media presence e.g. Twitter, Facebook etc.
* Attending and reporting on LBWR events, program days and functions (including occasional photography if required).
* Providing advice and assistance to the CEO and EO on LBWR promotional opportunities, media and marketing opportunities as well as community engagement.
* Work with external service providers to coordinate marketing and communications activities.

## qualifications/knowledge/experience

1. A qualification in administration and/or communication and / or have more than five years’ relevant professional experience.
2. Excellent written and oral communication skills.
3. Ability to work cooperatively and collaboratively within a small team, contributing positively to team operations and working relationships.
4. Demonstrated understanding of community and stakeholder engagement.
5. Demonstrated ability to manage multiple projects and deadlines to a high standard of accuracy, consistency and timelines.
6. Advanced knowledge of the Microsoft Office 2010 suite of products, in particular Word, Excel, PowerPoint and Outlook.
7. Ability to act in a professional and confidential manner appropriate to CfB’s structure and business activities.
8. A current Victorian driver’s licence is essential.

## Internal Staff Values

The following values are to be embraced and demonstrated within Committee for Ballarat:

**Recognition** Showing appreciation, and celebrating our individual and collective contributions

**Inclusion** Creating a supportive environment which encourages everyone to express their diverse views and opinions

**Respect** Showing genuine interest, courtesy and recognising that we all have significant things to offer

**Vision** Encouraging thinking about the future and having the courage to make a difference