

MARY MACKILLOP *today*

PROJECTS AND ADMINISTRATION OFFICER 12-MONTHS MATERNITY LEAVE COVER

About Mary MacKillop Today

Mary MacKillop Today seeks to transform lives for self-determination through access to education and the learning of practical life skills with communities across the world.

Just as Mary MacKillop did over a century ago, Mary MacKillop Today will help the poorest of the poor where ever they are and regardless of their faith, ethnicity or gender by supporting development projects overseas, scholarships to First Nations Australians and the provision of small low interest and no interest loans in rural Australia.

We know that providing education (in all its forms) is one of the most effective ways to create sustainable outcomes in poor communities and we depend on support from the Australian public to carry out this vital work.

Mary MacKillop Today is a ministry of the Sisters of Saint Joseph and we work in the spirit of Saint Mary MacKillop and the Rev Julian Tenison Woods, inspired by their faith, legacy and grounded practical work.

Mary MacKillop Today is directly responsible for program design, implementation, monitoring and evaluation of all our projects and is a signatory of the Australian Council for International Development's code of conduct. As a consequence, we have a high degree of accountability and transparency. Mary MacKillop Today is committed to protecting the rights of children in all areas we work around the world.

About the Role

The **Projects and Administration Officer** has two key areas of responsibility:

1. The Program Officer will support the Programs Group Leader in the coordination and implementation of Mary MacKillop Today's program in Timor-Leste. This will include support for the administration of the project cycle, workshop and travel logistics, managing external contracts, monitoring, evaluation and learning (MEL), capacity development and support to proposal development, appraisal and review.
2. The Program Officer will provide administrative support to the CEO and office including board meeting preparations and minutes, diary management, filing and other assistance as required.

Key Responsibilities

Collaborate with the Programs Group Leader for effective development, coordination and delivery of Mary MacKillop Today's Timor-Leste program

- Support the Programs Group Leader with administration of the project cycle, including assisting with the development and appraisal of project design documents and project reports
- Support the Programs Group Leader to deliver financial and narrative reporting for the program, including liaising with program staff to ensure deadlines are met
- Assist the Programs Group Leader in effective relationship management with remotely based staff, including undertaking monitoring visits to program sites
- Maintain an alert system for forthcoming proposals, grants and reporting dates, and support the Programs Group Leader and Supporter Relationships Group Leader with the timely lodgement of tenders or submissions of applications for program funding or grants to support the growth and sustainability of our program in Timor-Leste.
- Support the Programs Group Leader in project monitoring, evaluation and learning processes, including data capture, quality control of information management and reporting
- Support the Programs Group Leader in providing relevant mentoring and capacity building to Timor-Leste staff in program development, M&E and cross-cutting issues
- Support the coordination and maintenance of program records for the purposes of enhancing quality control processes and strengthening the consistency of outputs, in-line with ACFID and ANCP compliance standards
- Coordinate travel logistics and document preparation for external consultants and/or Programs Group Leader's participation in working groups, workshops, forums, network meetings, training courses and conferences
- Contribute to Mary MacKillop Today's cross-team processes and information management systems, including archiving and effective filing of documents

Provide administrative support to the CEO and wider Mary MacKillop Today team

- Support the Board Chair, Committee Chair and CEO in preparation for board meetings including compiling the Board Packs, taking meeting minutes and recording action items to follow up
- Coordinate general office management processes including ordering supplies, greeting visitors, organising travel bookings and assisting with answering the phone.
- Providing PA assistance to the CEO, including diary management and filing
- Coordinate and manage any IT-related requests from staff and liaise with the IT support contractor to lodge support requests

Key Competencies

Knowledge, Skills and Experience

- Ability to work within and contribute to the Mission and Values of Mary MacKillop Today
- Tertiary qualification in International Development or related field
- Strong Communication Skills and the ability to build rapport, maintain confidentiality and act professionally at all times
- Demonstrated ability to respond effectively to challenges, and to work effectively in a small, diverse and busy team environment with minimal supervision
- Demonstrated record of success in establishing and coordinating administration and tracking systems, preferably in support of project management
- Well-developed budget management skills and financial acumen
- Strong written communication skills, including the ability to adapt writing and presentation style for a range of audiences and purposes including correspondence, proposals or submissions, report writing and minute taking, including strong attention-to-detail.
- Strong cross-cultural communication skills and experience working with people who have English as a second language.
- Adherence to Mary MacKillop Today's Child Safeguarding Policy, and willingness to undergo a criminal record check or statutory declaration of local legal equivalent where criminal records checks are unavailable or unreliable.

General Information

This role is a **fixed-term 12-month full-time maternity leave cover position** (37.5 hours per week). It is based in North Sydney, and reports to the Programs Group Leader and the Chief Executive Officer of Mary MacKillop Today.

The working environment is informal but professional, with very high standards of output and delivery. We are a happy, enthusiastic and energy filled group, with a positive values-driven culture.

If you have specific questions about this opportunity, please contact Julie Freeman by email at julie.freeman@marymackilloptoday.org.au or call 02 8912 2763.

To apply, submit a CV and cover letter outlining why you are interested in working at Mary MacKillop Today and how your skills align to this opportunity.

Applications close at 5pm on Friday 26 July 2019.