

## Senior Administration Officer (Project and Events)

Thank you for your interest in the Senior Administration Officer position at the Bruce Rock Community Resource Centre (Inc). To assist you with your application, please read the following information.

### Equal Employment Opportunity

The Bruce Rock Community Resource Centre (Inc) is an equal opportunity employer. All applicants will be assessed against the criteria included in this Application Package.

A selection panel will assess the applications for the position based on merit.

Applicants **must** be willing to gain a Working with Children Check as well as a Police Clearance.

### What to include:

Your application should include:

1. A brief covering letter.
2. A statement addressing the selection criteria.
3. A copy of your current resume.
4. Details of at least two referees.

### Presentation of Application

You should provide us with only one copy of your complete application. Please submit your application to the Bruce Rock Community Resource Centre (Inc) addressed to:

**The Management Committee  
Bruce Rock Community Resource Centre (Inc)  
40-42 Johnson Street  
Bruce Rock WA 6418**

Your application can be hand delivered, posted or emailed to [coordinator@brucerockcrc.com.au](mailto:coordinator@brucerockcrc.com.au)

### Post Application Process

- Receipt of your application will be confirmed in writing.
- Short list applicants will be notified by email and the arrangement of a suitable interview time.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.

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## Selection Criteria

Applicants will need to address the following selection criteria in their written application:  
(Please ensure you provide a minimum of 2 written examples where suitable)

### Selection Criteria – Administration Officer – Project and Events

	ESSENTIAL	DESIRABLE
<b>SKILLS</b>		
Ability to work and contribute to a team environment.	√	
Demonstrate initiative and problem-solving skills.	√	
Efficient verbal and written communication skills.	√	
Demonstrate a good quality of customer service in dealing with the public.	√	
Ability to learn and implement new information.	√	
Proven time management skills.	√	
Ability to adapt to new situations.	√	
<b>KNOWLEDGE</b>		
Working knowledge of Microsoft Office 365 and similar design programs.	√	
Working knowledge of graphic design applications including Canva.	√	
Familiar with the local Bruce Rock district. E.g. Tourist attractions and/or local business.		√
Grant Funding applications.		√
<b>EXPERIENCE</b>		
Tell us about a time you have been involved in a Community Group or a Volunteer position.		√
Tell us about an event that you may have run.		√

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## **SENIOR ADMINISTRATION OFFICER - PROJECT & EVENTS**

### **Position Title**

Senior Administration Officer – Projects and Events

### **Position Objective**

Senior Administration Officer - Project & Events Officer, consulting with the Coordinator of the Bruce Rock Community Resource Centre will work to ensure that the most appropriate and effective services in education, training, communication, information and business are promoted and provided to the community.

### **Reporting Relationships**

Senior Administration Officer - Project & Events Officer will be responsible to the Coordinator.

### **Statement of Duties**

#### **Training**

- Undertake training necessary to carry out the position.

#### **Client Service**

- Ensure customer confidentiality is maintained.
- Promote membership of the Bruce Rock Community Resource Centre.
- Promote the different services provided by the Bruce Rock Community Resource Centre.
- Provide information, advice and assistance regarding information technology, educational and business opportunities provided by the Community Resource Centre to members.
- Ensure that information on relevant community resources is available to members.
- Assist members to obtain education, training services and/or any other resources that they may require.
- Ensure that the facilities and procedures for access to facilities of the Community Resource Centre are maintained in good working order and available to the public.

#### **Administration and Management**

- Assist with the management of the day-to-day operations of the Bruce Rock Community Resource Centre
- Maintain suitable records, both financial and clerical, for the Community Resource Centre
- Ensure that all policies and procedures are implemented and adhered to relating to the Bruce Rock Community Resource Centre with regards membership, usage, data collection, financial management and other operations of the Community Resource Centre
- Advise the Coordinator of equipment requirements and any updates of current software and hardware.
- Assist the Coordinator in initiating, administering and coordinating any labour market programs or other major projects undertaken by the Bruce Rock Community Resource Centre.
- Assist the Coordinator to develop, improve and maintain the high standards of management and governance of the Community Resource Centre by assisting to:
  - document policies
  - update procedures
  - create and maintain an updated risk management plan
  - create and maintain a strategic plan
  - create and maintain staff, committee and volunteer succession plans

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### **Research, Planning and Marketing**

- Promote all the capabilities of the Community Resource Centre within the community.
- In consultation with the Coordinator, initiate and maintain revenue generating programs and projects.
- Assist the Coordinator to assess the educational and business requirements of the community and create educational and business opportunities.
- Stay abreast of all new developments in the areas of education, training, communication, information technology and business enterprise.
- Together with the Coordinator, be responsible for the ongoing evaluation of the Community Resource Centre.

### **Reporting**

- Report directly to the Coordinator.
- Attend all staff meetings.
- Attend any other meeting as directed.

### **Individual Duties**

- Plan, advertise and carry out events as per the Action Plan approved by the DPIRD, the Centre's main funding source).
- Facilitate events, projects and workshops aimed to engage with the Community. Example: Ag Workshops, Senior Awareness days, technology information workshops and Youth related activities.
- Where needed, to answer all phone calls, greet Customers as they enter the Centre and respond to all emails throughout the day.
- Undertake additional tasks as directed by the Coordinator and Management Committee of the Bruce Rock Community Resource Centre.
- To help maintain the cleanliness of the Centre and ensure the Centre is friendly and welcoming.

\*\*Please note that the above listed duties and activities are subject to change depending on requirements and needs of the Community and the reporting requirements requested by funding bodies.

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