

POSITION DESCRIPTION



Administrator

Period:	01/08/2021 – 30/07/2022 (Possible extension subject to funding)
Location:	Location is flexible although but preferably based in Brisbane, Canberra, Melbourne, or Sydney - with access to reliable computer and internet services
Checks:	Police check required however a police record (depending on the specifics) will not necessarily preclude successful appointment
Hours and Salary:	0.6-0.7 FTE (22-26 hr/week) \$52,000 pa (plus super, pro-rata)
Travel:	Reimbursable intra-state and/or interstate travel may be required.

POSITION PURPOSE

Intersex Human Rights Australia (IHRA) is a national not-for-profit company by and for people with innate variations of sex characteristics. We were formerly known as OII Australia. We promote human rights, health and bodily autonomy. Our goals are to help create a society where intersex people are not stigmatised, and where our rights are recognised.

The administrator role for IHRA will provide office support and is vital for the smooth-running of the organisation. The administrator will undertake administrative tasks, ensuring the rest of the staff have adequate support to work efficiently.

Are you someone who is:

- Interested and motivated to work in the administrator role in support of human rights and health advocacy work that improves the health and wellbeing of people with innate variations of sex characteristics?
- Experienced in administration duties that support of the smooth running of the organisation?
- Able to work independently, efficiently, and efficaciously with minimal and mostly online supervision?

We are looking for a challenge, self-motivated and an effective problem solver. Lived experience with an intersex variation will be well regarded, but not mandatory. We encourage applicants to familiarise themselves with the organisation and to understand intersex populations before applying.

DUTY STATEMENT

- Book-keeping and banking, including record transactions such as income and outgoings and posting them to various accounts; processing electronic financial transactions.

- Coordinate office activities and operations to secure efficiency and compliance to organisations policies that contribution to the overall goals and objectives of the organisation
 - Manage logistics and procurement, including tasks associated with meetings and retreats, such as flight and accommodation bookings, and scheduling.
 - Completion of compliance tasks.
 - Attending and minuting board and staff meetings and other events as needed.
- Timely and accurate data management, (creating of efficient systems and update records and databases with personnel, financial and other data) organisational financial report writing.
- Manage agendas/travel arrangements/appointments etc. for executive director and senior projects officer.

MANDATORY REQUIREMENTS

- Proven experience as an office administrator with evidence of book-keeping experience.
- Excellent IT skills.
- Familiar with Xero, Microsoft Office, Dropbox, and Google Docs.
- Access to a reliable computer and internet connection.

SKILLS AND PERSONAL ATTRIBUTES

- Adaptive, motivated, pro-active, independent (i.e., task-oriented and self-starting) and collaborative as needed.
- Ability to respond to and prioritise competing tasks in an efficient manner while also maintaining high work standards and accuracy.
- Ability to manage confidential and sensitive information.
- Ability to work remotely.

DEADLINE FOR APPLICATIONS

Deadline for submissions is 5pm (AEST) on 2 July 2021.

SUBMISSION DETAILS

Please submit a cover letter and a resumé or curriculum vitae, in PDF format.

Your cover letter should detail and demonstrate your relevant experience and knowledge in financial and logistical tasks, and in working remotely.

CONTACT INFORMATION

For further information, and to submit your application, please email info@ihra.org.au