

Position Description

Office & Admin Manager

Role Title	Office & Admin Manager
Location	Transgender Victoria - Drummond Street Services Office 100 Drummond Street, Wurundjeri country Carlton VIC 3053; and/or Transgender Victoria - Victorian Pride Centre Office 79-81 Fitzroy Street, Boonwurrung country St Kilda VIC 3182; and/or Working from home, online, and flexible working, as negotiated with CEO and Executive Committee; and/or Occasional on-site work for events, activities or other programs run by Transgender Victoria from time-to-time
Engagement	12 months
Hours	Part time, 0.4FTE - 0.5FTE (between 15.2 to 19 hours p/w), negotiable
Remuneration	SCHADS (Social, Community, Home Care and Disability Services Industry Award MA000100 - social and community services employee) Level 5, \$42.94 p/hr
Reports to	CEO
About us	Transgender Victoria (TGV) is a not-for-profit organisation engaged in advocacy work with Government to improve the lives and health outcomes of trans and gender diverse (TGD) people. We also work with a variety of Government and non- Government stakeholders to provide education and training on TGD issues.

Transgender Victoria works and organises on land belonging to the Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung, and Wathaurung peoples of the Kulin Nation. TGV pays its respects to Elders past, present, and emerging, and acknowledges that sovereignty has never been ceded.

Role purpose The Office & Admin Manager is responsible for coordinating administration and communication between Staff, Volunteers and community members and helping to facilitate the growth and smooth operation of the organisation. The role has three overlapping key areas: organisational management, IT/systems management, and office site management.

What you will achieve

Key tasks:

Organisational Management

- Co-manage digital workplace and communication systems including G Suite (email, calendars, Drive, and other Google applications), Slack, Zoom, MailChimp & AirTable;
- Manage office phone systems and messagebank services across Drummond Street and Victorian Pride Centre sites.
- Facilitate management of databases, including membership and communications;
- Perform minor website updates;
- Analyse infrastructural needs and support CEO, COO, Volunteer and Training Managers with implementation of processes;
- Support project management, including identifying and meeting targets, timelines and deliverables;
- Identify and research areas in need of improvement in TGV operational and infrastructure systems;
- Assist in actioning these research items where appropriate
- Identify opportunities for upskilling TGV Committee, Staff, and Volunteers, and organise training where appropriate
- Support the development and execution of internal training sessions for TGV Committee, Staff, and Volunteers;
- Provide feedback to Committee and CEO;
- Prepare and compile financial documents for incoming and outgoing finances for communication to Committee and external Accountant/Bookkeeper;
- Liaise with Committee, Staff and Volunteers to ensure timely submission of timesheets, invoices, reimbursement claims and other financial and operational paperwork, for communication to Executive Committee and external

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Accountant/Bookkeeper;

- Assist and support the CEO and COO in their duties when required;
- Assist with budget construction and management.

IT/systems management

- Set up and manage IT systems;
- Engage IT professionals to assist where needed;
- Provide minor IT support to Staff, Committee, and Volunteers where required;
- Co-manage digital workplace and communication systems including G Suite (email, calendars, Drive, and other Google applications), Slack, Zoom, MailChimp & AirTable;
- Facilitate management of databases and filing.;
- Perform minor website updates.

Office site management

- Manage the office sites at Drummond Street Services and Victorian Pride Centre, including:
- assessing and maintaining stock of stationery, paper, TGV collateral and materials;
- liaising with building management and maintenance;
- in collaboration with CEO and COO, coordinating building access for Staff, Committee and Volunteers;
- collaborating with the WHS (Workplace Health & Safety) and A&I (Access & Inclusion) Subcommittees to ensure working environments are best practice;
- maintaining register of TGV-held building keys and other assets and equipment, including which member of Committee, Staff or Volunteers holds any given item at any given time.

What we're looking for

You have:

- Undergraduate degree in a relevant discipline (Social Work, Community Development, Public Health, Social Sciences) **and/or** relevant demonstrated experience & skill level
- High level of organisation
- Excellent written and verbal communication skills

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- Experience in working with different internal stakeholders - from board/Committee level, Executive/management, Staff, and Volunteers
- Experience in grant and policy writing
- Experience in conflict management
- Confidence and skill in managing IT and systems tasks such as email administration, cloud-based information management systems, Google Suite & Drive, Microsoft Office Suite, social media, etc; and a willingness to learn management and tasks on platforms such as Slack, AirTable and Zoom;
- Ability to apply an intersectional and anti-oppression framework to all work tasks;
- Enthusiasm for working with people;
- An appropriate level of LGBTIQ+ and trans, gender diverse & non-binary cultural competency.

Lived experience as a trans and/or gender diverse and/or non-binary person is desirable. We strongly encourage applications from people living with disability and/or identifying as IBPOC.

What support we will provide

We will:

- Aim to provide an accessible and inclusive environment, and welcome your input on ways we can improve;
- Be flexible with timing of hours and workspace where possible;
- Support you to learn and grow;
- Provide opportunities for professional development where possible;
- Give you the opportunity to connect with and contribute to trans, gender diverse and non-binary communities across Victoria.

Get in touch

If you'd like to apply for the role, or if you have any questions, please contact:

Mama Alto (she/hers)
Chief Executive Officer
ceo@tgv.org.au

Thank you for your interest in supporting
trans, gender diverse and non-binary communities!