

POSITION DESCRIPTION

Executive Assistant - School Engagement

POSITION DETAILS	
Position title:	Executive Assistant - School Engagement
Reports to (position title):	National Director - School Engagement
Contract tenure:	5 Year Contract
FTE:	1.0 (Full Time)
Team:	EREA School Engagement
Significant working relationships:	<ul style="list-style-type: none"> • EREA National Director - School Engagement • EREA Directors of Schools • EREA Executive Director • EREA National Executive Team • EREA National Office Staff • EREA School Senior Leaders • Principals' Assistants
Expected level of contact with Children: <i>(in accordance with the EREA Child Safeguarding Standards Framework)</i>	Regular Contact / Casual Contact
Location:	Richmond, Victoria
Approved:	April 2022

NB: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned below may be altered in accordance with the changing requirements of the role.

1. EREA Mission

Founded in values espoused in the Gospel, EREA seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion and liberation.

2. EREA Vision

Edmund Rice Education Australia offers a Liberating Education, based on a Gospel Spirituality, within an Inclusive Community committed to Justice and Solidarity.

3. Purpose

The role of the Executive Assistant School Engagement is a significant support to the leadership and implementation of the Strategic Goals of Edmund Rice Education Australia.

The Executive Assistant School Engagement provides particular assistance to the EREA National Director School Engagement and members of the School Engagement team in a number of administrative and organisational matters.

4. Key working relationships

The position requires positive and harmonious working relationships with the:

- EREA National Director School Engagement
- EREA Directors of Schools
- EREA Executive Director
- EREA Executive Team
- EREA Leadership Team
- EREA National Office Staff
- EREA School Senior Leaders – Principals, Deputy Principals and Heads of Campus
- Principal's' Assistants
- External stakeholders

5. Key Responsibilities

National Director School Engagement

- Maintain the National Director's diary and arrange appointments as required
- Ensure the National Director's travel arrangements are booked in a timely manner and in accordance with EREA policy
- Ensure correspondence and reports are filed in a timely and logical manner ensuring all information is readily available
- Coordinate all arrangements and bookings for events as required by the National Director
- Assist the National Director with initiatives by conducting research, gathering and compiling data (from within EREA, external and other sources as required)
- Utilising the latest technology, develop high quality reports and presentations as required
- At the direction of the National Director, outsource design expertise to improve the quality of publications
- Support the National Director with communications as required: recording and relaying messages via phone, email and other correspondence
- Arrange and facilitate regular meetings of the Directors of Schools, and other meetings as required on behalf of the National Director – including developing agendas, recording minutes and following up the status of action items
- Communications with both internal and external stakeholders as required
- Provide support to recruitment process for school Principals, Deputy Principals and Heads of Campus
- First point of contact with EREA Accountant for payment of invoices under the School Engagement budget
- Any other duties as reasonably requested by the National Director.

Assistance for Director of Schools – VIC/TAS

- Maintain the Director of Schools' diary and arrange appointments as required
- Ensure the Director of Schools' travel arrangements are booked in a timely manner and in accordance with EREA policy
- Ensure correspondence and reports are filed in a timely and logical manner ensuring all information is readily available
- Coordinate all arrangements and bookings for events as required by the Director of Schools
- Assist the Director of Schools with initiatives by conducting research, gathering and compiling data (from within EREA, external and other sources as required)

- Utilising the latest technology, develop high quality reports and presentations as required
- Support the Director of Schools with communications as required: recording and relaying messages via phone, email and other correspondence
- Arrange and facilitate regular meetings of the Regional Principals, Deputy Principals, and other meetings as required on behalf of the Director of Schools – including developing agendas, recording minutes and following up the status of action items
- Collating community consultation responses for recruitment of Principals
- Any other duties as reasonably requested by the Director of Schools.

National Conferences and Events

- Provide support and administrative assistance as required for national events and conferences
- Receive and collate information regarding national and regional events and conferences
- Receive and send communications regarding national events and conferences after consultation with the National Director and event organisers.

General

- Support the National Office as required
- Exhibit a professional demeanour that is pleasant, courteous and efficient
- Complete tasks in a timely and accurate manner
- Maintain confidentiality and demonstrate the utmost discretion
- Comply at all times with the EREA Code of Conduct.

Professional Development

- In consultation with the National Director, participate in appropriate personal and professional development (including EREA Induction and Formation programs) in accord with the mission and strategic directions of EREA.