
SWAN Administrative Officer Position Description

About SWAN

SWAN provide [Information, Linkages and Capacity Building \(ILC\)](#) peer support and advocacy to autistic children, teens and adults, their families, and the wider disability community. We are a Disabled Persons and Families Organisation providing peer support. More than 50% of the SWAN Board are people with disability, and all staff members either have a disability or family members with disability or mental illness.

SWAN provide an inclusive, flexible workplace, with a collaborative, strength-based team approach. We strongly encourage people with disability to apply.

Key Roles and Responsibilities

- Management of payroll, invoicing, processing of purchase orders and bills, accounts reconciliation.
- General office administration including: filing, photocopying, typing, ordering and purchasing office supplies, receipting and processing registration.
- Data Entry:
 - Client Records Management (CRM) software using Dynamics 365
 - Resource Library database
 - Newsletter subscriptions
 - Update organisational calendar
 - Service record-keeping
 - [DEX reporting](#)
- Information Management:
 - Ensure website information is up-to-date
 - Update and maintain training calendar
 - Collation of information for e-newsletter
 - Assist with managing SWAN's public social media platforms
- Assist with coordination and administration of SWAN events, programs and services, including booking of venues, ticketing and organisation of catering.
- Along with other members of staff, carry out office support duties, including general tidiness and maintenance of office appearance, updating of noticeboards and brochures, monitoring office, kitchen and bathroom supplies, cleaning up and reporting of spillages, reporting and monitor any Occupational Safety and Health issues in the office to the CEO.
- Produce and maintain promotional posters for events and programs.
- Cataloguing, maintenance and recall of borrowed Resource Library items.
- Promote a supportive and positive working environment in which team relationships can function effectively.
- Communicate effectively with co-workers at all times and be a trusted team member.
- Respond to requests for information in a timely manner.
- Participate in opportunities for information-sharing between staff.
- Work with, support and train office volunteers.
- Other duties as required.

Key Attributes

- Detail-oriented with a priority of accuracy.
- Proven administrative and organisational skills, including ability to balance priorities and meet deadlines.
- Excellent computer skills, including word processing skills and ability to use the Microsoft Office programs including MS Word, Excel and PowerPoint.
- Good communication & literacy skills.
- Friendly, positive and approachable manner, able to use tact and maintain confidentiality.
- Able to work independently or as part of a team.
- Willingness to learn and to ask for assistance when needed.
- Ability to relate well to people from a variety of backgrounds, including people with disability, people from Aboriginal or Torres Strait Islander and culturally and linguistically diverse backgrounds, LGBTQIASB+, people on low income or unemployed, young people and older people.
- Strong commitment to the [values](#) and community development practices of SWAN.
- Current Working With Children Card or willingness to obtain one.
- Current Police Clearance or willingness to obtain one.

Desirable Skills

- Experience in processing payroll, invoicing, purchase orders, bill processing etc.
- Experience using Xero book-keeping software.
- Experience using Canva or similar software for production of posters and promotional materials.
- Experience using Dynamics 365 Client Records Management (CRM) software.
- Experience using [DEX \(DSS Data Exchange system\)](#).
- Current Senior First Aid Certificate.

Conditions of Employment

Employment Status:	Part time position, subject to funding
Required:	Police Check Working With Children Check Own Transport to workplace <i>* Must be vaccinated against Covid-19 as SWAN work with people with disability *</i>
Responsible to:	Chief Executive Officer
Salary:	\$38.65 to \$41.45 per hour (plus superannuation) @ SCHADS level 3.1 to 3.4. Salary Sacrifice up to \$15,900/pa available
Hours:	3 days (22.5 hours) per week job-share (flexible)
Location:	Flexible - able to work from home or Busselton office (or as directed by Manager)