

## JOB DESCRIPTION

POSITION:	Administration Assistant - Canberra
REPORTS TO:	Our Place Manager
UPDATED:	March 2025

The Administration Assistant will provide comprehensive, proactive and reactive administrative support to the Snow Foundation's Canberra team whilst always exercising sound judgment and a high level of confidentiality.

### MAIN DUTIES

#### Administrative & Team Support

The role involves broad administrative support to various Snow Foundation team members, ensuring smooth operations and collaboration across the organisation.

- Provide administrative support for key team members, including diary planning, scheduling, meeting coordination, agenda preparation and minute taking.
- Manage general enquiries inbox, ensuring efficient communication and response handling.
- Support event logistics including researching venues, booking spaces, and coordinating catering for Foundation retreats, dinners, and graduations.
- Prepare PowerPoint presentations and reports, ensuring consistency and standard templates are available.
- Draft and track approvals and documentation for letters, agreements, and board papers.
- Assist with financial reconciliation between the grants management and financial management system, also including credit card reconciliations and invoice approvals.
- Electronic filing and records management- maintain organised digital systems (grants management system, M-Files, SharePoint).
- Communications assistance- manage and update contacts lists, image management, media subscriptions, social media assistance, cross-checking annual report after design revisions.
- Build relationships with the wider Capital Airport Group including marketing, assisting with profiling partners.

### **Grant & Data Management (F1 Omnistar System)**

The Administration Assistant will play a key role in supporting the organisation's grant management system (F1 Omnistar) and ensuring efficient administrative workflows. The primary responsibility is to assist with grants administration, data management, and process improvement.

Key tasks include:

- Managing F1 Grant System, including:
  - Setting up organisational profiles, users, agreements, grant details and invoicing.
  - Tracking grant progress, project status, and reports.
  - Ensuring data integrity, including tagging, labels, and theme coding.
  - Generating and processing grant letters and agreements, including obtaining signatures.
  - Analysing grants data and coding against themes for reporting and dashboard updates.
  - Creating dashboards and reports about grants data for internal and external comms.
- Supporting grant-related communications, including:
  - Responding to enquiries via phone, enquiries inbox or social media ensuring efficient response processes.
  - Managing contacts, Annual Report lists, and e-newsletter lists.
  - Tracking and documenting actions from grant-related meetings.

## REQUIRED ATTRIBUTES:

The Administration Assistant will need to have the following core attributes:

### Passion for Social Impact

Demonstrate a genuine commitment to making a positive difference in the community and a passion for addressing social challenges through philanthropy and partnerships.

### Strong Communication Skills

Excellent oral and written communication skills to effectively communicate with internal and external stakeholders including Board, Investment Committee, team and partners. The ability to articulate the foundation's mission, engage with partners and communicate complex ideas clearly and compellingly is essential.

### Interpersonal Skills

Strong interpersonal and relationship building skills, along with the ability to connect with individuals from diverse backgrounds, understand their perspectives and build trusting relationships. The for-purpose sector is dynamic and can present various challenges, the ability to adapt to changing circumstances, think creatively and find innovative solutions is important for success in this role. Demonstrate an inquisitive nature with a willingness to learn and stay updated on emerging trends, best practices and evolving dynamics within the for-purpose sector.

### The Snow Foundation Values

Positively follow The Snow Foundation values to ensure culture is maintained as a family-owned, positive, professional philanthropic foundation. The values are:

- **Humility** – *we recognise the expertise of our partners and help them achieve great things.*
- **Social Justice** – *we uphold principles of equity, inclusiveness, and fairness.*
- **Commitment** – *we are here for the long term and understand social change takes time.*
- **Collaboration** – *we are engaged with our partners and our community and work together supportively.*
- **Empathy** – *we strive to understand and share the feelings of others.*
- **Transparency** – *we share our learnings and promote shared intelligence.*

### Team Player

Demonstrate teamwork skills with internal and external stakeholders associated with the Foundation. This includes pitching in when required, providing support to other team members and showing equal respect to your colleagues and other team members. The role

will develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by their manager and the Snow Foundation team.

#### Delivery of Service

Ensure the highest quality and responsive delivery of service to the community, partners and advisors.

#### Confidentiality

The role requires handling of sensitive information of the Foundation, members and partners and will not divulge any confidential information to any third party or other employee unless directed to do so by their manager.

#### Time Management skills

They will have the responsibility of ensuring that all administration tasks i.e. coding of invoices and document organisation are completed in a timely manner and that costs are recorded for the monthly financial statements.

#### Presentation and Image

The Administration Assistant must be professionally presented and have a clear understanding that they are always representing the Snow Foundation.

#### Feedback

The Administration Assistant may participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development and will use this feedback to understand development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager, and we encourage live feedback at any time you or your manager feel necessary during your employment. It is expected that all staff engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.

#### Self-Starter

The role requires a level of autonomy in providing support to the Snow Foundation team, members and stakeholders and identify priorities without ongoing direction as well as providing support at short notice when required. They will need to understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

## Software

The role required to be proficient in all aspects of the following software programs:

- Microsoft 365 software, including Word, Excel, PowerPoint, Outlook, Teams and SharePoint.
- WordPress, PDF editor.
- F1 Grants Management System, Monday.com and other web based platforms.

## Target Safety – Aim High

All Snow Foundation have a duty to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as they are able, with any reasonable instruction that is given by Snow Foundation to allow it to comply with the work, health, and safety obligations.
- Comply with any reasonable policy or procedure of Snow Foundation relating to work health and safety.
- Follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

## Risk management

All Snow Foundation employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of the Foundation.

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to your manager and/or Risk Management Committee as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.

## Pre-Employment Medical Assessment

As part of the Snow Foundation's recruitment policies all employees are required to undertake a Snow Foundation facilitated pre-employment medical assessment before commencing with their employment. If you are assessed as not suitable by the medical assessor's physician, your employment with the Snow Foundation will not be continued.

Employee: \_\_\_\_\_ Manager: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_