



Application Information Kit:
Admin/Office Manager
5 days/week, permanent full-time
SCHADS Award Level 5.1; salary packaging available
Applications close: 5pm, 4 January 2023

TO APPLY:

- 1. Read the attached information** outlining the position description, selection criteria, and position details.
- 2. Complete your application** by including:
 - **A cover letter**
 - **A document in which you address the selection criteria.** Under each criterion write any relevant knowledge, skills, abilities, training, and experience to demonstrate you meet that criterion. You can give specific examples where you have used your skills and abilities, which relate to the specific criterion. Where the criterion asks for 'demonstrated' knowledge you must show and explain that you have this knowledge (as briefly as possible). If you fail to clearly illustrate that you have this knowledge it will be assumed that you do not meet that criterion.
 - **A copy of your curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. Sex Workers Outreach Project, Inc. endorses an affirmative action policy which promotes sex work experience as an essential selection criterion. Information provided by applicants will be kept in the strictest confidence and viewed only by the interview panel.
 - **Two professional referees.** The name, email, and telephone contact details of two professional referees who can be contacted for a confidential verbal reference.
- 3. Submit your application** to: employment@swop.org.au

Note: If you are interested in the position but unsure whether you meet the selection criteria please call the SWOP NSW CEO on 0407 709 947.

Complete application must be submitted by 5pm, 4 January 2023

Admin/Office Manager

Sex Workers Outreach Project, New South Wales (SWOP NSW) is the state's peer sex worker organisation and has been representing sex workers for over 35 years. SWOP NSW works to sustain low rates of STIs and BBVs, including HIV, and provide sex workers equitable access to health, safety, and human rights, and legal and workplace protections.

JOB DESCRIPTION

Position Overview The SWOP Admin/Office Manager will provide high quality administration support, including efficient running of the SWOP NSW office and administrative processes.

- Position Detail**
- **Admin/Office Manager:** Permanent Full-time (38 hrs/week)
 - **Rate of Pay:** SCHADS Award Level 5.1; salary packaging available
 - **Days of work:** Monday to Friday, 9.30am to 5.30pm. Some out of hours work may be required.
 - **Reports to:** Chief Executive Officer
 - **Probation:** 6 months
 - **Work Location:** Unit 7, 110 Botany Road Alexandria NSW 2015

Main Duties and Responsibilities

Provide high quality administration support to the organisation, including administrative, IT, human resources, facilities, and other administration support.

- Manage SWOP's IT infrastructure.
- Manage all aspects of SWOPConnect and the SWOPShop including sales, stock replenishment, postage and banking.
- Maintain an accurate and up-to-date membership register, including processing membership applications and membership communication.
- Assist CEO with documentation, minutes, regulatory reports and grant acquittals.
- Undertake reception duties over the phone and face-to-face.
- Coordinate meeting room bookings and access to office equipment, including maintaining an equipment register.
- Coordinate travel requirements, including flights and accommodation, meetings and training and development courses.
- Contribute to staff training and orientation.
- Perform general administration tasks including filing, data entry, word processing, mail and general correspondence as required.
- Replenish office consumables including stationery, staff amenities and arrange catering for meetings
- Coordinate and undertake building and equipment maintenance, cleaning and upkeep of the office.
- Monitor Work Health and Safety (WHS) administration, management and reporting.
- Adopt continuous learning and improvement processes in all aspects of the position and actively participate in and contribute to an ongoing process of supervision, team and general staff meetings, quality improvement and professional development.
- Understand, implement, participate and promote SWOP's processes, policies and procedures, and WHS objectives, processes and procedures.
- Perform other duties and responsibilities as assigned by the CEO.

**SELECTION
CRITERIA**

Essential:

1. Lived experience as a sex worker and knowledge of the sex worker rights movement in Australia.
2. Demonstrated understanding of the key issues impacting on sex workers and the sex industry in New South Wales.
3. Previous administration experience, preferably within a community organisation, or qualification in Business Administration.
4. Excellent Microsoft Office skills (including Word, Excel and PowerPoint).
5. Ability to use initiative and problem solve to find effective solutions.
6. Ability to work independently and at other times effectively and respectfully within a small team environment.
7. Ability to assist and support other staff to understand policies.
8. High level of organisational and coordination skills.
9. Time management skills including the ability to handle multiple tasks with competing deadlines and meet deadlines without compromising accuracy or attention to detail.
10. Demonstrated excellent written and verbal communication skills.
11. Ability to work with confidential information and uphold privacy.

Desirable:

12. Understanding of accounting principles.
13. Experience with Salesforce, Xero and/or Formstack.
14. Current NSW Driver License.
15. High level IT skills, including managing a Microsoft 365 platform, networking, software and hardware troubleshooting, security, and data retention and management; or a willingness to undergo training in these areas.

**ADDITIONAL
INFORMATION**

Orientation is provided for this role.

For more information about the role, please contact SWOP NSW CEO on 0407 709 947 or see <https://swop.org.au/sex-worker-friendly-employment>