

Program Admin Officer: Community

Salary: \$51,557 pro rata plus super (\$30,934.20 p.a. plus super) and 17.5% annual leave loading.

Hours: 0.6 FTE (22.8 hours or 3 days)

Employment type: part time, on-going (subject to 3 month probation period and to funding)

Reports to: Program and Partnerships Manager

Responsible for: interns, volunteers

Start date: Negotiable, ASAP

Writers Victoria is seeking an organised and capable individual to fulfil the role of Program Admin Officer: Competitions. The Program Admin Officer: Community is responsible for the administration of select community partnerships, the administration of key aspects within the programming portfolio, and liaising with a range of writers, members, funders, partners and supporters.

Part of this role will involve job-sharing with another Program Admin Officer, and part will sit solely under this role's purview. This is a part time role at three days per week and sits within the Program team.

About Writers Victoria

Writers Victoria is all about writing and storytelling.

With over 2,500 members, we are Victoria's first, largest and longest-running organisation for writers.

We have the expertise and platform to support Victoria's vibrant storytelling community, to ensure writers from all of Victoria's diverse communities have the skills and support to succeed, and to advocate for support for writers and storytellers more broadly.

Our values are Inclusion, Community, Participation, Innovation and Excellence, Professionalism and Respect. You can read more about our work [in our Strategic Plan](#).

Writers Victoria is made up of a small team of hard working staff based out of the Wheeler Centre in Melbourne CBD. A safe and clean working station will be available to you there. While some aspects of the role will require some face-to-face tasks in the city from time to time, there is opportunity for flexible remote working.

Duties

Studios

- Administer writers' studios and cells at Glenfern and the Old Melbourne Gaol respectively.
- Manage documentation related to studios (e.g. rental agreements, police checks, key deposits, etc.).

- Manage sales enquiries, bookings and invoicing for studios
- Maximise earned income from studios
- Support marketing of writers' studios/cells,
- Ensure maintenance is carried out and invoices paid for utilities, cleaning, etc.

Community Program

- Work with the Program & Partnerships Manager and Community Partner to plan an appropriate program
- Administer the workshop, clinic, and presentation responsibilities with a key community partner
- Manage all documentation related to this program, including meeting grant acquittal timelines
- Manage and support community partner in delivering the agreed upon program

In a job share capacity with another Program Admin Officer:

Manuscript assessment and mentoring services

- Administer the manuscript assessment, post-assessment consultation, and mentoring (MAPACMENT) services, including liaising with mentors, assessors and writers, maintaining records, proofing assessments, organising meetings and room bookings, and processing invoices.

Online clinics

- Administer online clinics as part of the Writers Victoria program, including liaising with tutors and assisting participants with online processes.
- Manage documentation related to online clinics (e.g. communication with tutors and participants, entering events into program calendar, filing tutor agreements and registration lists, compiling course copy, processing invoices, etc.)

Marketing and Sales

- Manage sales enquiries, bookings and invoicing for clinics.
- Maximise earned income from MACPACMENT, and online clinics.
- Support marketing of MACPACMENT, online clinics and general program activities.
- Help extend the Writers Victoria community on- and off-line.

General Administration

- Office and financial administration.
- Deal with enquiries via phone, email or in person
- Maintain electronic and hard-copy filing systems.
- Contribute to staff meetings and strategic planning sessions, including sharing ideas for program development.
- Additional assistance to the Program Manager as required.

Selection Criteria

We understand that not all applicants may feel they meet every criterion. Applicants that are organised and hard-working, with a willingness to learn, are encouraged to apply.

- Exceptional organisational skills with excellent time management
- Exceptional communication skills, someone that is confident, fair and friendly
- Demonstrated ability to build relationships with a wide variety of stakeholders such as writers, funders, volunteers, staff, contractors and participants
- Independent worker, with strong initiative and ability to problem-solve
- Empathy with the goals of Writers Victoria

How to apply

Please submit the following, as one document **by midday AEST, Wednesday 28 July**:

- A cover letter (one page) outlining how you and your experience would be a good fit for Writers Victoria
- A two-page response to the key selection criteria
- Your CV

Please address your application to Kate Cuthbert, Program and Partnerships Manager, Writers Victoria and email your application to program@writersvictoria.org.au

Any questions, or to let us know access requirements for the application process, contact Kate Cuthbert on (03) 9094 7840 or program@writersvictoria.org.au.

Aboriginal and Torres Strait Islander people, people with disability, and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.