

ROLE STATEMENT

Role Title:	Fundraising Administration Assistant
Department:	Fundraising Team
Location:	Brisbane
Reports to:	Fundraising Manager

SU QLD Vision & Mission

Our **mission** is to bring God's love, hope and good news to children and young people and their families.

Our **vision** is to see each child and young person connected and supported in community, serving others, and experiencing fullness of life.

SU QLD is an inter-denominational Christian organisation which has worked in schools for more than 80 years and has successfully employed chaplains since 1990. We have more than 700 people and a highly valued network of 3500 volunteers.

Purpose of Role

This role provides general administrative assistant and support under the direction of the Fundraising Manager and Director of Mission Support as needed. Administrative activities may include but are not limited to; data entry, day to day administrative assistance to the Mission Support Team, correspondence, emails, phone calls and the like.

Key Relationships

Internal	<ul style="list-style-type: none">○ Fundraising Manager○ Fundraising Team○ Director of Mission Support○ Other SU QLD Departments
External	<ul style="list-style-type: none">○ Supporters

Key Accountabilities	Expected Outcomes
1. Fundraising Team Administrative Support <ul style="list-style-type: none"> Assist with relevant administration tasks related to the Fundraising team. This includes (but is not limited to) data entry in the online CRM, general administrative tasks, phone calls with supporters, general correspondence, etc. 	<ul style="list-style-type: none"> Positive feedback from task delegator (Direct Role Supervisor, Department Executive and or relevant colleagues). Positive feedback from supporters.
2. General Administration <ul style="list-style-type: none"> Provide administrative assistance and contribute to the execution of administrative tasks required by the Mission Support Department. 	<ul style="list-style-type: none"> Positive feedback from task delegator (Direct Role Supervisor, Department Executive and or relevant colleagues).
3. Team contribution <ul style="list-style-type: none"> Contribution to the team, and. in wider organisation-based activities. Comply with WH&S requirements. Contribute at team meetings. Provide back up to other team members as required. Participate in wider organisation-based activities and learning opportunities. Comply with WH&S policy and procedures Protect own health and safety Protect safety of others Report hazards, risks and all incidents 	<ul style="list-style-type: none"> Positive feedback from task delegator (Direct Role Supervisor, Department Executive and or relevant colleagues).

Qualifications

- A valid driver's license would be beneficial but not essential

Competency	Definition
Technical / Professional	Having achieved a satisfactory level of performance in specific professional /technical areas. This should include specific experience and specific professional "know-how", including: <ul style="list-style-type: none"> Microsoft Office – Word, Excel and Powerpoint Google docs Gmail

Oral communication	Presenting ideas effectively to individuals or groups when given time for preparation (including nonverbal communication and use of visual aides); targeting presentations to the characteristics and needs of the audience.
Written communication	Expressing ideas clearly in any written format (memo, email, letters, etc.) that have the appropriate organisation and structure.
Teamwork (cooperation)	Active participation in, and facilitation of, team effectiveness; taking actions that demonstrate consideration for the feelings and needs of others; being aware of the effect of one's behaviour on others.
Attention to detail	Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time; completion of actions until the desired objective is achieved.
Motivational "fit"	The extent to which job activities and responsibilities, SU's beliefs and values, including having a commitment to Christian ministry and Chaplaincy are consistent with the type of environment that provides personal satisfaction; the degree to which the work itself is personally satisfying.
Client service orientation	Making efforts to listen to and understand the client (both internal and external); anticipating their needs; giving high priority to client satisfaction.
Negotiation	Effectively exploring alternatives and roles to reach outcomes that gain all parties' support and acceptance.

Additional Requirements

SU QLD requires that the incumbent to be:

1. able to subscribe to the aims, beliefs and working principles of SUI
2. able to demonstrate a living and personal relationship with Jesus Christ
3. able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular
4. a respected member of a local Christian church we recognise
5. a holder of a "Blue Card" from the Blue Card Services Department for the purposes of child related employment
6. willing to work under SU QLD's Staff Code of Conduct

Developed by	Director of Mission Support & People Services Business Partner
Checked by	Director of Mission Support
Approved By	Head of People Services
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