

Executive Support and Projects Officer

Organisation Overview

Circle Green Community Legal (**Circle Green**) is a community legal centre providing humanitarian, tenancy, workplace, and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach, and support.

Circle Green provides accessible justice and seeks to create system, place and space to ensure a safety net of best practice legal advice, education, and advocacy. Services aim to assist people who are otherwise disadvantaged in their access to legal services.

Specialist services also support other providers of community legal services to develop local service capacity and to build strong referral pathways.

Values



Position Overview:

The Executive Support and Projects Officer provides high-level administrative support to the CEO and Directors and assists in the smooth operation of the executive office. In addition, the role will co-ordinate and support key projects in line with Circle Green's strategic plan. This role requires a proactive, detail-oriented, and highly organised individual who can manage a diverse range of tasks while maintaining a professional demeanour. The Executive Support and Projects Officer will be instrumental in ensuring that the executive's schedule, communications, and key projects are effectively managed.

Key relationships

- Reporting to the CEO
- Working collaboratively with other members and key roles within the team.

Key Responsibilities:

Executive Support:

- Support the CEO, including scheduling meetings, appointments, and travel arrangements.

- Prepare and edit correspondence, reports, presentations, and other documents as required.
- Coordinate and organise executive meetings, including preparing agendas, taking minutes, and following up on action items.
- Act as a liaison between the executive and internal/external stakeholders, ensuring timely and professional communication.

Office Support:

- Proactively support general office management and oversight.
- Co-ordinate internal committees, including maintenance of registers as required.

Project Coordination:

- Assist with the planning and execution of special projects and initiatives as directed by the CEO and Directors.
- Track project progress and provide updates on key milestones and deliverables.
- Collaborate with other departments and teams to ensure project objectives are met.

Communication:

- Draft, proofread, and edit communications on behalf of the executive.
- Screen and prioritise incoming correspondence and phone calls, responding on behalf of the executive when appropriate.
- Facilitate effective communication between the executive and various departments, clients, and external partners.

Event Coordination:

- Plan and coordinate executive events, including meetings, conferences, and corporate functions.
- Manage logistics such as venue selection, catering, transportation, and guest arrangements.

Team Responsibilities

- Implement Circle Green's policies and procedures and act in accordance with the organisation's mission and values.
- Participate in Circle Green's team meetings, and planning and review activities.
- Carry out other duties, consistent with the role, and as directed by the CEO.

Working Conditions:

- Office-based role with standard working hours; occasional overtime may be required.
- Some travel may be required for meetings or events.

Selection Criteria

Qualification

- Tertiary qualification in Business Administration, Management, or a related field (desirable); equivalent experience may be considered.

Experience

- Minimum of 3-5 years of experience in an executive support or administrative role, with a proven track record of supporting senior management.
- Experience in project administration and coordination, preferably in a not-for-profit setting, with a general understanding of project management / project management methodology.
- A demonstrated commitment to human rights and social justice issues.

Skills

- Strong project administration skills, including being highly organised, supporting teams and managing tight deadlines,
- Advanced skills in Microsoft Word and Excel and a high level of proficiency in other Windows-based computerised systems, software and applications.
- Demonstrated ability to produce quality written and numerical material such as meeting minutes, presentations, reports, correspondence and worksheets.
- Good understanding of the community services sector, and ability to work with a diverse range of stakeholders.
- Exceptional organisational and time-management skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Ability to handle multiple tasks and priorities in a fast-paced environment.
- Demonstrated problem-solving skills and attention to detail.
- Good understanding of the community services sector, and ability to work with a diverse range of stakeholders.

Attributes:

- High level of professionalism and discretion.
- Proactive and adaptable with a positive attitude.
- Strong interpersonal skills and the ability to build relationships with a variety of stakeholders.