

ROLE DESCRIPTION VOLUNTEER ADMINISTRATION ASSISTANT – EARLY YEARS/FINANCE

Role details	
Role title:	Volunteer Administrative Assistant – Early Years Program/Finance Dept
Reports to:	Relevant supervisor according to job tasks required
Location:	bestchance, Glen Waverley
Program:	bestchance Early Years & Finance Department

bestchance Context
<p>bestchance Child Family Care is an independent, not-for-profit, community organisation. Administrative offices are located in Glen Waverley. The Early Years program and the Finance program are located at our main site in Glen Waverley.</p> <p>bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services</p> <p>Refer to bestchance.org.au for further information about bestchance Child Family Care. bestchance is an equal opportunity employer and has a smoke free environment in buildings and motor vehicles</p>

Child Safe Standards
<p>bestchance confirms the commitment of all bestchance employees, volunteers, Family Day Care Educators and contractors to ensure a safe environment for all children:-</p> <ul style="list-style-type: none"> • bestchance is committed to the safety and wellbeing of all children; • bestchance has a zero tolerance of child abuse; • we support children’s right to safety; and • will act without hesitation to ensure a child safe environment is maintained.

It is mandatory for any Teachers registered to teach or who have permission to teach pursuant to the Education and Training Reform Act 2006 (Vic), Principals of government and non-government schools, registered medical practitioners, nurses and all members of the police force to report physical and/or sexual abuse against children. Any adult is mandated to report sexual offences against a child under the age of 16. It is a criminal offence for all adults who fail to disclose child sexual abuse to police. The new offence (27/10/2014) applies to all adults, not just those mandated to report.

All bestchance employees, volunteers, Family Day Care Educators and contractors must abide by the following:-

- Child Safe Policy and Procedure
- Child Safety Code of Conduct
- Child Protection Policy
- Reportable Conduct Scheme Policy (where required)

Aims of the role

- To provide support and assistance with general office administrative duties within both the Early Years Program, and the Finance Department.

Responsibilities

General duties

- Assist with data entry
- Assist with General office duties including:-
 - Mailing out materials
 - Photocopying
 - Filing
 - Formatting documents, spreadsheets etc.
 - Scanning
- Assist with administrative duties as required

Staff

Work as a member of a cooperative and professional team to maintain:

- Work safely in the workplace being mindful of OHS practices and procedures
- Ensure correct safety procedures are followed
- Accurately and promptly communicate all messages and report all issues to the designated supervisor, or to bestchance

Bestchance

- Maintain confidentiality awareness and comply with bestchance Privacy and Confidentiality Procedure
- Work in a cooperative and respectful manner with other bestchance staff, ensuring open communication
- All day to day issues/concerns to be communicated with the volunteer's supervisor
- If an issue is not able to be resolved, or for any other queries about the organisation contact the Volunteers Coordinator

Qualifications and attributes

- A current Working With Children Check, or consent to a Police Check
- Attendance at bestchance Induction training
- Be able to work under direction of bestchance staff following instructions
- Computer skills including Microsoft office suite of programs
- Organisational skills
- High level of accuracy
- Enjoy relating to and feel comfortable with people
- Patience and flexibility
- Able to commit to a regular time each week – days/hours negotiable with the supervisor.