



open hearts
open minds
open doors

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Job Description – Administration Officer

Seville Community House is an incorporated not-for-profit organisation with a Voluntary Committee of Governance made up of elected members from the local community. Located approximately 51 km from Melbourne within the Yarra Ranges Council, Seville Community House offers affordable classes and activities to suit all age groups. Our environment is friendly, supportive, and welcoming, reflecting our strong commitment to community development as stated in our Mission and Vision.

Vision:

No one in our community will feel isolated, alienated or unable to seek assistance.

Mission:

Our aim is to provide to the whole community a place to come together to sustain and enrich their lives.

Position Objectives

- Be the welcoming face of Seville Community House and Hall.
- Assist in the daily operations and administration of the House and Hall.
- Perform other duties as required.

Key Areas of Responsibility

The Administration Officer will be responsible and accountable for their own work and exercise discretion and initiative in the organisation of their work within prescribed limits. Limited supervision will be provided:

1. Administration and Reception:

- Respond to general enquiries and greet visitors warmly.
- Provide up-to-date information about programs, services, and community activities.
- Manage general emails, calls, and enrollments.
- Handle cash and EFTPOS payments.
- Ensure data entry is up-to-date for reporting.
- Assist with staff administration needs, including preparing resources.
- Assist with technology requirements and help maintain a social media presence.
- Provide general assistance with events
- Ensure office tidiness, completing spot clean as required (including overseeing set up of equipment and furniture).
- Monitor and restock supplies
- Ensure that bins are put out/brought in, in accordance with Yarra Ranges Council rubbish collection calendar.

2. Hall Management:

- Respond to hall hire enquiries and show the hall to potential hirers.
- Manage bookings, calendar, and hall cleanliness.
- Coordinate invoicing with manager
- Ensure keys are returned and organise return of bonds

Classification/Remuneration

The position is classified under the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016. The role is graded as level 1.2

Commencement and Duration

Starting in August 2024, this ongoing role is subject to a 3-month probationary period, funding, and position viability.

Time Allocation

Cover four 3-hour shifts (total 12 hours per week) across four separate days during the working week (Monday to Friday) from 9.00 am – 12.00 pm.

Flexibility is required to suit the needs of the House, activities, and work duties. Some flexibility in times may be available for the suitable candidate.

Additional conditions

A Working with Children's Check and a Criminal Records Check is required for all staff working at Seville Community House.