



Executive Assistant to the Chief Executive Officer

Position Description

Position Title	Executive Assistant (EA) to Chief Executive Officer (CEO)
Responsible Council	State Council
Reports to	Chief Executive Officer
Base Location	State Support Office, with travel to other offices when required

ST VINCENT DE PAUL SOCIETY

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Department Overview – The office of the CEO

The Office of the CEO seeks to ensure that our direct services and support operations are delivered in accordance with the mission and charism of the St Vincent de Paul Society, recognising that it is a leading Catholic Social Services provider that is member led and supported by volunteers and staff. The EA will provide administrative assistance to the CEO and in turn support to the President and Board of Directors in the overall governance of St. Vincent de Paul Society NSW, a company limited by guarantee. The role is responsible for all aspects of supporting the Office of the NSW CEO including governance, strategic relationship management and communications, and requires considerable discretion, independent judgment and confidential management of office operations. The role will liaise

closely with the Company Secretary in preparation and distribution of Board papers, the preparation of minutes and other related administrative tasks for effective governance of the St Vincent de Paul Society in NSW. The role independently organises, coordinates, and assists with special projects as requested by the CEO and to the President and Board members.

This position requires interaction with other Board members and contact with the secretariat of the National President, the National Council and their support staff.

Principal responsibilities to the CEO

- Manage the flow of information from a variety of stakeholders which is sensitive and highly confidential in nature with discretion.
- All aspects of email, phone and diary management, including; actioning, filtering, prioritising and filing as required.
- Schedule and coordinate both internal and external meetings, and responding to meeting requests, ensuring the most efficient use of time;
- Maintain effective relationships with key contacts and relevant stakeholders and ensuring appropriate responses are provided and that clear and comprehensive details are taken and delivered;
- Effective coordination and follow-through of the activities and commitments of the CEO and President by producing and managing a master calendar of critical key dates each calendar year.
- Travel arrangement management, including arranging domestic and international travel and accommodation, having regard for the most cost effective solution, ensuring all appropriate documentation (i.e. visas) is organised for all traveler/s;
- Deal with routine enquiries and refer only those calls to the CEO and President which requires their attention, including managing a complaints register.
- Maintain the Society's document management system (SharePoint) ensuring that all correspondence incoming /outgoing and other necessary documents are appropriately filed.
- Take minutes of nominated Advisory Committee meetings and prepare draft for approval by Company Secretary, CEO and State President and distribute to appropriate committees.
- Coordinate meetings (agenda, papers and minutes) of the Executive Leadership Team.
- Maintain expenses of the CEO and President and offices and monitor expenses of direct reports.
- Maintain the Society organisational chart and provide updates to the CEO, President, and Board members as required.
- Other duties as required by the CEO

Co-ordinate activities associated with:

Board / State Council Meetings

- Upload meeting papers onto the Vintranet (in liaison with the Company Secretary);
- Send date reminders, follow up on outstanding reports;
- Prepare meeting room, materials and recording equipment;
- In liaison with the Company Secretary, take full minutes at all State Council meetings, prepare draft for approval by the Company Secretary, CEO and State President and distribute to State Council members;
- Prepare State Council papers for those requiring hard copies (in the running order of the meeting agenda);
- State Council Dinners / Society Tours / Training
 - Source suitable and cost effective catering companies;
 - Purchase any items required for dinners/training;
 - Attend all State Council dinners – coordinate from set up through to packing up
 - Maintain communication with State Council regarding attendance to dinners, Society tours and training
 - Liaise with trainers and ensure all paperwork and pre-training material is distributed to the State Council members.

Essential Criteria

- Extensive experience supporting Senior Executive Managers and/or Board members;
- Demonstrated effective time management skills and presents well with a high level of initiative, enthusiasm, drive and energy;
- Sound interpersonal and communication skills including the ability to establish and maintain professional relationships with management and staff at all levels and external parties to achieve required business outcomes
- Extensive experience in minute taking at Board level
- Advanced skills in Microsoft Office suite (Word, Excel, Visio, PowerPoint, Outlook) and experience in the coordination of document management systems (SharePoint)
- High level experience in diary management – operating several executive diaries at any point in time; including planning, organizing and prioritizing work
- Strict confidentiality and demonstrated ability to show discretion, tact and exercise independent judgment to make sound decisions
- Ability to work with a diverse group of individuals and relate well to those we assist with understanding and empathy surrounding the issues affecting them.
- Willingness to work a flexible schedule to achieve the needs of the CEO, including some evenings and weekend to support the State Council Board.
- Ability to work as a team member that fosters a team approach and willingness to adhere to and work within the Mission and ethos of the Society

Desired Education / Professional Experience

- Certificate IV in Business or Office Administration or equivalent

The St Vincent de Paul Society is an Equal Employment Opportunity Employer