

EXECUTIVE ASSISTANT

ABOUT THE OPPORTUNITY

The Executive Assistant provides a high level of professional administrative support to the Chief Executive Officer (CEO) to ensure effective administration and engagement across the organisation, members, and key stakeholder groups.

The position will liaise with internal and external stakeholders including the Board, BEING Leadership team and staff, members Government and non-government stakeholders.

The Executive Assistant will ensure that CEO is prepared and informed on relevant matters in a timely manner. This includes researching, preparing, and ensuring responses to telephone calls and correspondence are responded to within specified timeframes and proactively managing the CEO's diary. In providing this support the position exercises a high degree of communication competence, initiative, discretion, and confidentiality.

The role requires someone who is flexible and adaptive to the changing pace of the organisation, is a highly motivated professional, and can hold professional confidentiality where required.

This is a part-time position (up to 30 hours per week), fixed term contract until December 2022.

ABOUT YOU

To be successful in the role, you will need to have:

- A positive attitude and collaborative approach
- Previous experience in a similar role
- A high degree of professionalism and judgement with the ability to maintain a high level of confidentiality
- Highly organised with excellent time management
- Full COVID-19 vaccinations. This is a mandatory requirement from NSW Government for NGO receiving NSW Health approved grants.

ABOUT US

BEING – Mental Health Consumers is the independent, state-wide, peak organisation representing the views, perspectives and experiences of people who live with mental health issues in NSW.



Our primary focus is to ensure the voices of people living with mental health issues are heard by decision makers, service providers, and the community, and recognised for the valuable expertise they bring to system and service reform.

BEING – Mental Health Consumers is committed to human rights principles of diversity, inclusion, and equity and believes that recovery is possible for all people who live with mental health issues and emotional distress.

ABOUT OUR CULTURE

As a NSW peak body, BEING – Mental Health Consumers is a unique not-for-profit organisation focused on advocating for our members and broader community. Our culture ensures we foster collaborative and inclusive team approaches.

With a focus on our people, our team enjoy working here because we know how to have fun and work hard in equal measure. We keep each other going through any challenges and band together as a team to get the job done.

WHAT YOU'LL GET IN RETURN

- Work life balance & flexibility in family friendly environment
- Competitive base salary
- Work with a collaborative team who cares
- EAP services
- Modern terrace office location, with a lovely outdoor balcony for lunches and breaks
- Workplace surrounded by public transport
- Working for a peak body who is making a difference
- Health and wellbeing initiatives

TO APPLY

Please email your application to jobs@being.org.au and include your CV and cover letter with brief responses to the following questions. Applications which do not address the following questions will not be considered.

1. Describe your previous experience in a similar role.
2. What do you believe are the key components of an Executive Assistant role?

We would like to commence the position in January 2022, and applications will be shortlisted as they are received. Please apply as soon as possible to be considered. Thank you.



Full Position Description and more information about our organisation can be found on our website <https://being.org.au/work-with-us/>.