



### Position Description

Position Title	Administration and Reception assistant – Fixed Term Contract
Contract term	3/12/15-29/2/16
Reports To	Centre Manager
Hours/Days of employment	Tuesday: 9am – 12pm Wednesday: 9am-12pm Thursday: 8am – 11am Saturday: 8am – 11am Plus relief duties to cover staff sick and holiday leave
Award/classification	NHENCGC 2010 classification Level 4 2A

#### RCLC background

Richmond Community Learning Centre (RCLC) is a non-profit community organisation that aims to create spaces for everyone. We nurture people and community connection by creating open environments to learn new skills, gather and share knowledge.

Through the community spaces of Burnley Backyard, The Cubby House and now, Studio 1, we offer a range of activities and classes to promote an engaged, supported and inclusive community. Through local involvement, we aim to build vibrant community spaces

#### Position Purpose

To support the work of the manager and other key staff through the provision of effective administration.

To provide a professional and welcoming presence as front of house at RCLC sites, TCH, Studio 1 and Burnley Backyard.

This fixed term contract is to provide additional administrative support at this critical time of expanding operations. The role will be a mix of core/fixed hours with the required flexibility to



RICHMOND COMMUNITY  
LEARNING CENTRE  
Spaces for Everyone



Phone: 03 9428 9901  
Email: [admin@rclc.org.au](mailto:admin@rclc.org.au)  
Website: [www.rclc.org.au](http://www.rclc.org.au)  
Address: 92-94 Lord Street RICHMOND 3121

increase hours to cover staff absentees with short notice and with additional hours over the December January period.

It is **essential** that you are able to commit to the time and flexibility required in this role.

### Focus areas of Responsibility

These are the major areas of focus and not comprehensive statements of the activities of this role.

- Maintain high quality and efficient office procedures including general filing, data entry, general computer operations, reports etc.
- Provide administration and general support to the centre's programs as required.
- Provide a welcoming and professional presence to all members of the community.
- Provide effective follow up to any enquiry
- Support the team members with tasks as required
- Maintain a clean and welcoming environment ensuring accurate and current information is available
- Assist centre manager in preparation of reports, submissions etc.

### Key selection criteria

- Experience in office administration and reception
- Ability to work with minimum supervision
- Working understanding of aims and activities of a Neighbourhood Houses
- Ability to deal with routine/ and non-routine enquiries
- Ability to prioritise workload/duties on a daily basis and in accordance with the varying operational needs of the organisation
- Highly developed computer skills
- Demonstrated capability to manage deadlines
- Exceptional interpersonal skills
- Commitment and flexibility with hours

Closing date: 27<sup>th</sup>, November , 2015

Please send a resume and cover letter addressing the key selection criteria to

Simone Gardiner

Email: [manager@rclc.org.au](mailto:manager@rclc.org.au)

For further info contact Simone at 9428 9901