

Position Description

Position Title:	Business Administration Trainee
Organisation:	Inner Northern Local Learning & Employment Network
Position Reporting to:	Manager Transitions
Employment Type:	Fixed Term
Start Date:	February 2018
Time Fraction:	1.0 EFT – 76 hours per fortnight
Duration:	1 Year – from start date
Salary:	Award
Date Prepared:	18/02/2019

The Organisation

Inner Northern Local Learning and Employment Network (INLLEN) is a network of organisations and individuals interested and involved in education, training and employment, and in particular how these relate to young people in the age range 10-19 years. The INLLEN area covers the municipalities of Darebin, Moreland and Yarra and is one of 31 LLENs established by the Victorian Government to improve the education and employment options of young people. INLLEN Membership is open to any individual or organisation with an interest in education, training and employment in the area. INLLEN is an incorporated association and is managed by a Committee of Management elected by the members.

Responsibilities and Authority

The Business Administration Trainee will be responsible for a range of administrative duties and report to the Manager Transitions. In their absence, supervision may be delegated to the Executive Officer.

Duties

- General administrative duties
 - Assist with maintaining general office systems
 - Provide general administration support including answering phones and emails, and undertaking all filing of INLLEN office documents
 - Preparation of correspondence, meeting documents, agendas and minutes as required
 - Order stationery, monitor photocopier office equipment
 - Collect mail and arrange bulk mail outs when required
- Assist with maintaining the office communication systems
 - Email and INLLEN databases including master contacts database and INLLEN Membership record systems
- Assist the team to implement meetings, events and projects
 - Set up for Committee of Management (COM) meetings and organise catering
 - Assist with event and meeting planning, including the INLLEN AGM
 - Support staff with events – Joining the Dots (JTD), Community Transition Support (CTS) and Jobs for Youth (JFY) - through management of Eventbrite bookings, registration, name tags and on-event support

Key Selection Criteria

- Genuine interest in a career in administration and customer service
- Competent ability to operate a computer
- Some proficiency in the use of Microsoft Office including Microsoft Word, Excel, Power Point, and Outlook
- Strong interpersonal skills including verbal communication, time management, and the ability to prioritise and cope with a range of competing tasks
- Excellent customer service orientation
- Ability to work in a team environment
- Strong commitment to social justice and principles of diversity and justice
- Respect for confidentiality and privacy of information

Other Requirements

- A Pre-employment Police Records check and Working with Children's check required
- A current Victorian drivers license (preferred)
- A travel allowance is paid on a KM basis

Place of Work

INLLEN is located at 420 Victoria Street, Brunswick

Contract of Employment

This is a 12 month fixed term position

Time Fraction

1 EFT (76 hours per fortnight)

Hours of work Monday – Friday, 9.00 am – 5.00pm

Salary and Conditions

Award wages based on Trainee wages and age of applicant.

The Trainee will

- Attend accredited RTO/TAFE training
- Receive ongoing mentoring and support
- Receive weekly wage including entitlements

Applications Close: Friday 1st March 2019

Please send your application including Cover Letter and CV to

Attention: dkennedy@inllen.org.au

Further information on the role is available from David Kennedy, Executive Officer - INLLEN

Phone: 0432 540 725

Website: www.inllen.org.au