



Position Title:	Executive Assistant
Reporting to:	National Director
Team/Department:	The Amnesty Management Team
Location:	Based in any AI Australia Action Centre. The role may involve international/interstate/regional travel as required.
Hours:	75 hours per fortnight
Grade:	Level 4
Effective Date:	17 February 2021
Position Overview:	<p>The Executive Assistant will provide effective and efficient executive level support to the National Director and other senior leaders of Amnesty International Australia (AI Australia). This includes building and developing positive relationships with internal and external stakeholders to ensure high-quality effective communication across the full spectrum of people who engage with AI Australia.</p> <p>The position will manage high-level business related tasks on behalf of the National Director such as, creating reports, organising travel and accommodation, taking minutes and action points, preparing briefs and reports and other organisational tasks as required.</p>
Main Responsibilities:	<ul style="list-style-type: none">● Producing correspondence, presentations and reports both of a general and confidential nature on behalf of the National Director.● Managing the National Director's diary and appointments including travel arrangements.● Communicating on the National Director's behalf with the organisation's Leadership Team, executives of external organisations, Board members, employees, suppliers and key stakeholders.● Coordinating and preparing agendas, general minutes taking and distribution, preparation of action lists to support meeting effectiveness and organisational governance.● Supporting the National Director and Leadership team to ensure high-quality stakeholder engagement and cross-cultural communication across the full spectrum of people who engage with the organisation (activists, volunteers, the broader community, media, government, donors etc.).● Supporting the National Director with scheduling reporting deadlines, and following up reports and project outcomes to ensure deadlines are met.● Providing research, analysis and report development as required● Preparing materials and documentation as required



- Coordinating, collating and sharing of board papers
- Ensuring all action items from meetings and correspondence with deadlines are met within the required timeframes.
- Project coordination or support as required
- Producing and delivering communications as relevant to the role, using a range of channels and technologies
- Performing the role to a high standard within agreed timelines, and in line with AI Australia's vision
- Other tasks within your skills and competence as required

Essential Qualifications, Skills and Experience:

- Several years' experience as an EA to senior leaders
- Strong interpersonal, communication (both verbal and written) and negotiation skills
- A high level of attention to detail and competence to prepare reports and presentations
- Excellent organisational and administration skills.
- A natural ability to manage competing priorities and work under pressure
- Demonstrable experience handling and managing confidential information
- Ability to work autonomously, employ initiative to find solutions, prioritise and exercise discretion.
- Confidence to liaise with all levels of our organisation and board
- Efficiency across Microsoft Office Suite, Google Suite, Gmail, Zoom and Slack and the ability to quickly grasp new systems and technology
- A proactive and flexible approach to work.
- Ability to liaise at an executive level and to work under pressure.
- Ability to build and maintain constructive and cooperative working relationships with individuals at all levels of including the Leadership Team, Managers and employees
- A strong work ethic, an approachable nature, and willingness to assist others
- Familiarity with human rights issues and social change methods and tactics, including experience of mass mobilisation, activism and organising techniques
- Demonstrated experience in or commitment to working with rights holders

Desirable Qualifications, Skills and Experience:

- Experience and/or training in project management
- Experience in working for a large non for profit organisation
- Experience working with the MS office Suite; Zoom; Slack; Gmail; and Google drive functions

Key Relationships

- National Director
- Senior Managers & Staff
- Board



- Governance Coordinator
- Supporters
- 2020 Council members
- Volunteers

How we work:

In meeting the responsibilities set out in this Position Description, all AI Australia staff are expected to:

- Facilitate, empower and enable the active participation of rights holders
- Be a positive advocate for Amnesty and our work, demonstrating our values of Empowerment, Integrity, Persistence and Courage
- Demonstrate emotional intelligence and a commitment to excellence in your interactions with colleagues, supporters, stakeholders and members of the public
- Always act in the interest of members and supporters
- Work with and empower volunteers, activists and members
- Support the general on-site functioning of the Action Centres
- Implement the principles of Equal Employment Opportunity and actively contribute to growing a more diverse and inclusive Amnesty
- Understand your Work Health and Safety (WHS) responsibilities and ensure the health, safety and wellbeing of yourself and others at work
- Contribute to the quality and hygiene of organisational data and protect privacy
- Produce and deliver communications that are relevant to the role, using a variety of communications channels and technologies
- Develop understanding of human rights issues and social change methods and tactics, including experience of mass mobilisation, activism, organising, fundraising and campaigning techniques

About Amnesty International Australia

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Every day we move closer to a world where human rights are enjoyed by all.



Acceptance

Name: _____

Signature: _____

Date: _____

