



**FAY FULLER
FOUNDATION**

Position Description Admin and Project Officer

The Organisation

Fay Fuller Foundation was established in 2003 by local Adelaide woman Margaret Fay Fuller with a broad and flexible remit to support the health of South Australians. Since its inception as a foundation, Fay Fuller Foundation has distributed nearly \$20M to South Australian based charities and NFPs.

The focus of the Foundation is to catalyse social change in the mental health and wellbeing space by engaging in impactful, people-centred philanthropy. By adopting a community centred, trust-based philanthropic model, the Foundation seeks to build deep relationships with its partners and the community.

The Role

The Admin and Project Officer role is responsible for the administrative support for the people in, and the work of the Fay Fuller Foundation.

Like all roles within the Foundation, the Admin and Project Officer will play a critical role in ensuring that the Fay Fuller Foundation is meeting the community expectations of private philanthropy.

This role will work closely with all those within the Foundation, from the operational team to the Board, in supporting their administrative needs as they seek to centre community and resource community determined responses to complex challenges.

There is no facet of the Foundation that this role won't support – from relationship building, partnership engagement or social impact investing - this role will be a critical cog in making the Foundation work effectively.

This role will suit someone with a passion for being a part of social change, who is motivated to work as part of a small team and someone who knows the true impact good administrative support can have in a small organisation.

Reporting Relationship, Location and Hours

The role of Admin and Project Support Officer reports to the Chief Executive Officer of the Fay Fuller Foundation and is based in Adelaide.

This role is Part Time - 25-30hrs per week ideally across four or five days.

Professional Responsibilities

Essential Duties and Responsibilities

- Provide administrative support to the operational team including but not limited to the preparation, collection and distribution of information and documentation for meetings, workshops and reports.
- Provide executive admin support to the CEO, including the management of diary and email accounts and the arrangement of meetings with key partners and stakeholders.
- Assist the Foundation's Board, advisory committee members and the operational team with travel, accommodation and reimbursement requests as necessary.
- Coordinate team and individual meetings, including booking venues and equipment, arranging catering and taking minutes as required.
- Review incoming correspondence, prepare and send outgoing correspondence
- Undertake administrative support of projects across any functional area of the Foundation.
- Other general admin duties as reasonably requested.

Selection Criteria

Essential

- Passion for social equity and justice.
- Experience in office administration and or project administration.
- Well-developed written communication and word-processing skills with demonstrated strong attention to detail.
- Demonstrated sound organizational and time management skills.
- Intermediate to advanced proficiency in Microsoft Office applications, particularly Outlook, Word and Excel.
- Proven ability to work autonomously and in a team environment.

Desirable

- Understanding of philanthropy or granting processes
- Experience working in or understanding of Mental Health and Aboriginal Health sector