



historycouncilnsw

Job advertisement - Programs & Administration Officer

The History Council of NSW is seeking a **Programs & Administration Officer** to fulfill a part-time, temporary role until March 2023.

The Opportunity

Do you want to help to grow the business of a small cultural organisation? The History Council of New South Wales (HCNSW) is offering an opportunity to work with us. This is a digital events administration/business role that would suit a person wanting to build their skills and experiences in this field in a small business, as well as expand their networks.

As part of a small and dedicated team, the Programs & Administration Officer will be required to undertake day-to-day administration tasks and event coordination in the HCNSW office. This includes membership services, program coordination, financial data entry and support for the Executive & Strategic Development Officer, to whom this position reports. Applicants should be prepared to work occasional flexible hours to assist with evening and weekend events.

Duration of contract & location: this is a two-day-a-week temporary role until the week ending 10 March 2023, with a possibility of extension, commencing as soon as possible. Location: Flexible, currently work-from-home, with some attendance (up to 2 days a month) at an office in Sydney CBD. (Laptop and peripherals provided).

The Duty Statement is attached to this document.

For details about remuneration, please contact Catherine Shirley, Executive & Strategic Development Officer via executive@historycouncilnsw.org.au

Application process - all applications must be made **ONLINE** via [this link](#).

Closing date: Wednesday, 2 April, 2022

Please note: *this job may close off sooner if a suitable candidate is found quickly.*

Find out more about our work, our team & our history on our website:
<https://historycouncilnsw.org.au/>



The Programs, Media & Administration Officer (PMA) supports the outward facing presence of the History Council, coordinates activities and manages the administration tasks of the HCNSW. The PMA Officer works independently in most tasks, with day-to-day supervision from and reporting to the Executive & Strategic Development Officer and overall, the Executive Committee of the Council. The position requires a good customer service ethos, flexibility, independence and timeliness as the nature of HCNSW Programs can change rapidly in a fluid history environment and as the strategic goals of the council evolve. It also requires a person who is skilled & interested in digital administration, as the HCNSW is a small business dependent on digital systems for its success.

Program Coordination

Coordination of programs and events such as Speaker Connect, Professional Development seminars, Awards and Prizes and History Week, involving:

- Liaising with event hosts, speakers and members to deliver events and programs. This includes compiling relevant information for each program and associated events; working closely with the Council Treasurer and Executive Officer to ensure all costs, speakers fees and any other expenses are budgeted and justified.
- Assisting with website duties related to programs & events
- Contributing to the forward planning & promotion of programs in liaison with the Communications & Media Officer
- Preparing materials for event proposals and program reports
- Receiving and processing all event registrations and applications and manage event and program payments systems
- For all of the above, provide regular updates and reports to the Executive & Strategic Development Officer and Executive Committee

Administration

- Coordinate membership services, including processing renewals and new memberships and sending out reminders through management of the HCNSW's membership database and membership payments systems
- Coordinate the annual History Week report, and provide input into the Annual Report and other reports as required
- Financial administration such as monitoring online accounts, processing payments and invoices, maintaining MYOB, preparing annual and other audits, BAS and other financial administration, banking, bookkeeping and filing in liaison with the Executive Officer and the Bookkeeper.
- General administration of the HCNSW Annual History Awards, including receiving entries and co-ordinating judges and payments
- General administration of Council Meetings and the production of Minutes



historycouncilnsw

- Manage general email enquiries, check the post office box and respond to mail and telephone enquiries
- General administration support for events and programs

Skills and attributes (Selection Criteria)

Essential

1. Proven skills in administration, project and event coordination
2. Excellent computer literacy, including working knowledge of MS Office software or similar (eg Google Workplace) and its application in a wider suite of digital programs
3. Evidence of high-level communication skills - verbal, written and digital
4. Personal - collaborative, flexible, possess a “can-do” attitude and a desire to learn new skills
5. History, Events or Business graduate OR equivalent relevant degree/experience

Desirable

6. Experience with data entry into a financial system
7. Ability to use online platforms, such as websites, effectively.

Please note: this position may require, on an ad hoc basis, working hours outside the normal span of hours including weekend, early morning and evening work. This is to cater for the HCNSW's event operations. Time-off-in-lieu provisions will operate and be specified within the employment contract, based on the Clerk's Award. Training on HCNSW digital systems will be provided to the right candidate.

Candidates must possess permission to work in Australia.

Other information: the HCNSW

- is a membership association and registered charity
- uses a Wordpress website & a MYOB Essentials Bookkeeping system