



DIPLOMACY TRAINING PROGRAM

AFFILIATED WITH THE FACULTY OF LAW AT THE UNIVERSITY OF NEW SOUTH WALES

A training program for peoples of the Asia-Pacific region

The Diplomacy Training Program (DTP) is an leading independent, Australian NGO with over 30 years' experience of advancing human rights in the Asia Pacific region through building the knowledge, skills and networks of human rights defenders and civil society. DTP is a charity and affiliated with the Faculty of Law, and Justice UNSW, Sydney. DTP is a small highly focused, high-output organisation seeking a highly committed and motivated individual to join its small team. All applicants should have a commitment to human rights and social justice.

Administration and Office Coordinator (*salary level \$60-65k pro rata plus super*)

POSITION DESCRIPTION

Reporting to the Executive Director, the role will involve being responsible for the effective coordination of DTP's office and administration, including of interns and volunteers.

Tasks will include:

Office Coordination and Administration:

- Coordinating DTP's offices at UNSW and Working from Home (WFH) arrangements
- Liaising with UNSW Law and Justice re DTP space and office requirements, equipment, services and meeting rooms
- Coordinating the scheduling, preparation and documentation for DTP's quarterly board meetings and regular meetings of DTP Board Committees
- Coordinate the scheduling and documentation of DTP's Charitable Fund Committee
- Ensure staff timesheets, leave records and contracts are kept accurately
- Formatting correspondence and reports using Microsoft Word
- Ordering and maintaining stationery for DTP office, staff and programs, petty cash etc.
- Managing mailing, printing and copying tasks
- Provide technical support to staff in the use of Microsoft Outlook, Teams, PowerPoint and Excel, and Adobe applications
- Assist with the on-boarding of new staff members, secondees and volunteers, including their technical set up through UNSW systems
- Scheduling of team meetings, and coordinating diaries of DTP staff
- Assistance to the Executive Director in Travel and Accommodation Bookings

Finance:

- Preparation of financial reports in liaison with the Bookkeeper
- Manage payments of invoices and account renewals
- Assist with annual budget planning and financial reporting to the Board
- Develop and manage relationships with key Bank representatives
- Maintain and update DTP's Admin and Finance Procedures Manual
- Ensure DTP's profile with ASIC, ACNC is updated and current in accordance with regulatory requirements
- Assist in audit process and insurance requirements
- Banking – deposits, withdrawals, transfers (including IMTs)
- Manage petty cash including reimbursements to volunteers

- Maintain DTP's financial systems - cheque voucher and invoicing system and reconciliation of petty cash
- Monitor DTP's bank accounts
- Processing of donations and grants as necessary
- Assist Executive Director with preparing reports to government funders
- Maintain hard copy financial file systems
- Liaising with Bookkeeper and Auditor to ensure DTP meets its reporting and accountability requirements

DTP Relationships and Fundraising Support

- Support effective and consistent communication with DTP's individual and institutional donors – including setting up meetings, answering queries etc
- Contribute to development of positive and effective relationships with DTP's supporters
- Assist in efforts to seek funding through grants, training fees and donations
- Assist in the coordination of fundraising events
- Develop and coordinate the bimonthly mailing of a communication to DTP donors/supporters and other communications to DTPs supporters and funders

Volunteer and Intern Coordination:

Recruit, supervise and coordinate DTP's volunteers and interns, including liaison with UNSW and others

Website, IT & Information Management:

- Overseeing implementation and updating, maintenance and integrity of DTP's CRM (Civi) Database
- Monitoring and Updating of DTP's website content;
- Recommending and making changes to web content as directed
- Maintenance of DTP's email accounts and contacts
- Improvement and maintenance of DTP's soft and hard copy filing systems
- Maintaining and updating correspondence and document templates
- Development of an accessible photo archive of DTP's activities
- Liaising with UNSW Law Faculty on administrative issues such as printer faults, supplies etc
- Updating of DTP's program and admin procedures manual

Providing other administrative support to the Executive Director and staff as requested

SELECTION CRITERIA:

The successful candidate will have:

- excellent organisational, time-management, and file-management skills,
- proficiency with troubleshooting and using a variety of software including: Microsoft Office suite, Microsoft Teams, Adobe Acrobat, and Zoom;
- working knowledge of WordPress and CiviCRM /a demonstrated ability to learn new software;
- experience implementing the communications strategy of an organisation, including creation of social media content. Basic graphic design skills (e.g. use of Canva) will be highly regarded;
- excellent communication skills, both written and verbal, the ability to work collaboratively in a small team and to liaise with external stakeholders;
- a can-do attitude, desire to problem-solve and willingness to take initiative, pitch in and help with a wide range of tasks, big and small.
- A commitment to human rights and supporting the work of human rights defenders