

## **POSITION DESCRIPTION**

### **Executive & Secretariat Support Coordinator**

<b>Role</b>	Executive & Secretariat Support Coordinator
<b>Reporting to</b>	CEO and Executive Director, Corporate Services
<b>Direct Reports</b>	Nil
<b>Employment Fraction (FTE)</b>	Full-time, ongoing
<b>SCHADS Award Classification Level</b>	Level 5
<b>Location</b>	Hybrid – working from home and at Mental Health First Aid International Head Office, Melbourne CBD.

## **1. Our organisation**

Mental Health First Aid International (t/a MHFA Australia, MHFAI) is a global health promotion charity dedicated to the provision of evidence-based education programs that increase mental health literacy, reduce stigma, and help people develop the skills they need to encourage people to seek professional help.

MHFA courses teach members of the public how to provide initial help to a person who is developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis. The first aid is given until appropriate professional help is received, or the crisis resolves.

We support a global movement across 30 countries of organisations dedicated to prevention and early intervention to reduce the impact of psychological distress and mental health problems in families, communities, educational settings, and workplaces.

We are grounded in high-quality research and evaluation and value lived experience.

We are purpose driven and focussed on impact.

We are committed to health equity and to supporting priority need populations.

We exist to change and save lives every day.

## **Acknowledgments**

MHFAI recognises Aboriginal and Torres Strait Islander Peoples as the Traditional Owners and Custodians of Australia. We acknowledge and pay respect to Aboriginal and Torres Strait Islander Peoples as the world's oldest living culture and embrace their continued connection to land, waters and community. We pay our deepest respect to all Aboriginal and Torres Strait Islander Elders past, present and emerging.

MHFAI acknowledges people with lived and living experience of mental health problems and suicidality, their loved ones and those who care and support them. With diverse identities, challenges and life experiences, we recognise that each journey is unique and invaluable.

At MHFAI we embrace our differences as we know that diversity helps us to innovate and make the biggest impact possible. As an organisation we welcome all people regardless of age, ethnicity, faith, disability, socio-economic background, sexual orientation and gender identity.

## **2. Position Overview**

The Executive & Secretariat Support Coordinator is responsible for providing a high level of administrative support to the Chief Executive Officer (CEO) and the Executive Director Corporate Services/Company Secretary.

## **Key Responsibilities**

The role covers several areas, including but not limited to:

### **Executive Support to CEO**

Provide comprehensive administrative support to the CEO including:

- Managing incoming calls, emails and correspondence, proactively determining significance and managing distribution.
- Calendar management, meeting logistics and minute taking.
- Acting as the principal point of contact for external stakeholders.
- Manage confidential and sensitive documentation with appropriate discretion.
- Effective and efficient organisation of the CEO's office.
- Alerting the CEO to matters requiring immediate attention.
- Ensuring the CEO is made aware of issues relating to stakeholder relations at the earliest opportunity.
- Support the CEO in the development and maintenance of stakeholder relations by establishing a friendly and professional rapport with stakeholders.

## **Executive & Secretariat Support Coordinator**

- Action tracking and governance documentation.
- Creating presentations, quality reporting and other documents for internal and external use as required.
- Assisting with key projects and event preparation, ensuring the CEO is well-supported for meetings, forums, and official engagements.

### **Secretariat for Executive Director Corporate Services/Company Secretary**

Provide administrative support to the Executive Director Corporate Services/Company Secretary as required, including:

- Board and sub-committee meeting logistics.
- Collation and distribution of Board and sub-committee papers.
- Managing the Board Portal.
- Liaison with the Executive Team in preparing and providing relevant reports and documentation for Board and sub-committees within required timelines.
- Preparing minutes of meetings.
- Document management.
- Act as a trusted liaison with Board members including supporting onboarding of new Directors.
- Supporting the coordination of Board and committee meeting logistics including scheduling, room bookings, catering and travel.

## **3. Key Selection Criteria**

### **Qualifications**

1. Qualifications in governance or a related discipline would be welcome but not essential.

### **Essential Skills and Knowledge**

1. A minimum of 5 years' experience in Senior Executive support, including supporting Boards and/or subcommittees.
2. Demonstrated experience working within a highly confidential environment.
3. Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of stakeholders.
4. Strong written and communication skills with exceptional attention to detail.
5. Outstanding organisational skills including the ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and to work in an independent, flexible manner.
6. Ability to work as a member of a team and collaborate effectively with internal and external stakeholders at all levels.
7. Strong analytical and problem-solving skills including the ability to identify issues and develop solutions to issues.
8. Highly developed Microsoft Office skills (Word, Excel, PowerPoint and Outlook).

## **4. Employment Conditions**

The below are conditions of employment for all roles.

- Demonstration of a non-stigmatising attitude towards mental illness.
- An understanding of, and an interest in, mental health issues. Familiarity with mental health terminology, and a willingness to complete a Mental Health First Aid course.
- A full unrestricted Australian work permit or visa.
- A National Police Check is required to be obtained upon appointment to the role and every three years thereafter.
- Working with Children's Check required.

### **ACCEPTANCE OF POSITION DESCRIPTION**

This position description may be subject to change as the organisational policies, procedures and plans are reviewed and updated over time.

As the incumbent for this position, I have received a copy of the Position Description and have read and understood its contents and agree to work in accordance with the requirements of the position.

I understand and accept that I must also comply with the policies, procedures, guidelines, and systems of Mental Health First Aid International.

**Employee Name:**

**Employee Signature:**

**Manager's Name:**

**Manager's Signature:**

**Date:**

It is not the intention of the Position Description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned in this document may be altered in accordance with the changing requirements of the role.