Position Description: Administration Support Officer

**ROLE TITLE** Administration Support Officer

**LOCATION** Hobart Flexible Learning Centre, Tasmania

**NETWORK** South East Flexi Schools Network, Youth+, Edmund Rice Education Australia

**SALARY OR AWARD** Tasmanian Catholic Education Single Enterprise Agreement 2015

**EMPLOYMENT STATUS** Full Time, Fixed Term

**COMMENCEMENT** ASAP

**CONTACT** Chloe Hand

**PHONE/EMAIL** 0439 290 168 or southeastrecruitment@youthplus.edu.au

**JOB REFERENCE NO.** ASO/HFLC/0216

**CLOSING DATE** Monday, 7 March 2016

Aboriginal and Torres Strait Islander people are encouraged to apply

**Background**

Youth+ is an initiative of Edmund Rice Education Australia. Youth+ services including Flexible Learning Centres (FLCs) offer a full-time and multiyear secondary education and social inclusion program for young people who have disenfranchised from mainstream structures. Young people may express a broad range of complex education and social needs and the Youth+ services respond with a variety of flexible and innovative social inclusion and learning experiences.

Youth + services provide young people with a varied and holistic set of learning experiences supporting them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

Young people who attend include indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons and include:

- Those who have had contact with the juvenile justice system;
- Those in the care of the Office of Children and Families;
- Those with a history of trauma;
- Those with a history of extended periods of unexplained absences;
- Those who are highly mobile;
- Those with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- Those who have been excluded or repeatedly suspended from school;
- Those who are homeless;
- Those who are young parents;
- Those with a generational history of early school leaving;
- Those with a generational history of unemployment.

See [www.youthplus.edu.au](http://www.youthplus.edu.au) - Publications for further information. See attached - Foundation Statement and Strategic Values.
Primary Role

The employee in this position is required to provide administration support to staff and young people at the Hobart Flexible Learning Centre.

Qualifications

- Ability to obtain a positive Working with Vulnerable People Registration Card.
- An employee is not required to have formal qualification. Although, a qualification in Business and/or Administration will be highly desired.
- An employee will be provided with on-the-job training which will provide information about, and/or an introduction to, the conditions of employment, the school, the school’s policies and procedures in relation to the work environment and the employees with whom the employee will be working.

Skills and Knowledge

- Knowledge or interest in gaining knowledge in general office practices and procedures.
- Good communication skills.
- Intermediate computer skills.
- Ability to work positively in a team environment.
- Ability to provide a welcoming and supportive environment for young people and families.

Principles of Operation

The four principles of operation that all Flexible Learning Centres operate under are Respect, Participation, Safe and Legal and Honesty.

This framework is a significant point of difference from mainstream schooling. The principles establish a “common ground” among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually.

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Youth+ Foundation and FLC Occasional Papers (available on the website).

Duties and Responsibilities

Typical duties and responsibilities include but are not restricted to:

Supporting young people and front of house operation
- Commitment to working under four principles of operation: Respect, Safe and Legal, Honesty and Participation. The principles establish a “common ground” among staff, young people and families, and are the means to resolve conflict, negotiate learning, recognise rights, responsibilities and consequences are modelled and explored, both within the group and individually.
• Respond to enquiries from staff, young people, parents, partner members, the general public and address issues in accordance with the FLC procedures.
• Provide a welcoming and supportive environment for young people and families.
• Provide a welcoming environment for visiting consultants.
• Support young people with tasks such as travel passes, making phone calls, etc.
• Manage the safe environment of the front of house/school seeking assistance from teaching/youth work staff as required
• Supporting the provision of food which may include purchasing food/ online shopping orders/ food preparation

Young Person data entry
• Maintain young person records including database entry.
• Responsibility to organise student ID cards, yearly travel passes for young people.

Financial Responsibility
• Carrying out minor cash transactions including receipting, balancing and banking
• Monitoring and maintaining stock levels of stationery/materials within established parameters, including reordering.

Administrative processes:
• Performing a range of general clerical duties at a basic level, for example, filing, handling mail, maintaining records, data entry
• Operating routine office equipment, such as a computer, photocopier, scanner, facsimile, binding machine, guillotine, franking machine, calculator, etc.
• Support staff in preparation of school activities e.g. outings, special events
• Support staff in preparation of teaching materials
• Occupational equivalent: clerical assistant, data entry operator, front desk/reception assistant
• Carries out duties and tasks that may be reasonably assigned by the Head of Campus, Director from time to time.

Applications

Applications should be forwarded to southeastrecruitment@youthplus.edu.au by Monday, 7 March 2016 and need to include:
• A response to the selection criteria (listed below)
• A current resume outlining previous experience and skills.
• Two referees (including contact details). Please include a referee from current or most recent place of employment.

For further information contact Chloe Hand on 0439 290 168 or southeastrecruitment@youthplus.edu.au.

Youth+ supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing. All applicants for these positions will be subject to EREA screening procedures.
Selection Criteria

1. Understanding of or the ability to acquire an understanding of working under four principles of operation: Respect, Safe and Legal, Honesty and Participation.

   Brief explanation of operation by principles: All flexible learning centres operate under this framework and this is a significant point of difference from mainstream schooling. The principles establish a “common ground” among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually (see Occasional Paper available on the website for further information).

2. Experience or capacity to learn administrative processes which support efficient and compliant operations.

3. Good interpersonal skills in the context of relating to team members, young people and parents/caregivers.

4. Ability to use a computer and applications such as Microsoft Word and Excel.

5. Ability to apply for a positive Working with Vulnerable People clearance.

Foundation Statement

Youth+ seeks to respond to the needs of young people disenfranchised and disengaged from education. They provide a place and an opportunity to re-engage in a suitable, flexible learning environment.

Flexible Learning Centres seek to build honest and authentic relationships with young people, their families and communities, supporting and celebrating the uniqueness and dignity of each person.

Flexible Learning Centres are guided by the vision of Edmund Rice about the empowering service of education, to achieve personal and community liberation through educational experiences that enable transformation.
Strategic Values

Within our radical, social and ecological justice framework, Flexible Learning Centres are intentional learning communities that articulate the following core values through authenticity and integrity and are expressed through the life journey of its members.

SAFETY

Safety within our environment is liberating, holistic and implicit in all aspects of community life. This includes non-violence, peaceful resolution of conflict, celebration of diversity, freedom from judgement, security to take emotional and intellectual risks.

RELATIONSHIP

Relationships are formed on shared common ground with compassion and love, respecting and celebrating the individual. We embrace the connectedness of complex and authentic relationships within diverse communities.

COMMUNITY

Our dynamic communities seek to be life giving environments where the dignity of all is honoured. Our communities are multi-dimensional spaces for the liberating power of learning and engaging together.

TRANSFORMATION

We walk together on journeys of individual and community transformation. We are sustained by and celebrate our commitment to hope, optimism and a belief in the possible.

ECO-JUSTICE

Eco-justice calls us to enact our responsibility to the interconnectedness, sacredness and dignity of all creation.