

8-10 Tone Road, Wangaratta VIC 3677  
 PO Box 937, Wangaratta VIC 3676  
 M: 0417 348 547 E: [eo@avclp.org.au](mailto:eo@avclp.org.au)

## Position Description: Business Coordinator

Position Title	<b>Business Coordinator</b>
FTE	0.8 FTE – 30.4 hours / week (flexible arrangements available)
Salary	\$ 82,000 - \$85,000 FTE, paid pro-rata, plus super; dependent on experience.
Employment type	Fixed term contract, to 31 December 2025 (commencing February 2024.) Subject to successful 3 months probation.
Location	Work from home / remote working arrangement; monthly in-person team meetings in Wangaratta. Attendance required at key AVCL events throughout the year, which may fall on non-nominated working days. In 2024, this will include: Annual Program Launch Event 11 May, and end of year/ Graduation event in November (date to be determined.)
Reports to	Executive Officer, AVCL
Direct Reports	Administration Officer (0.4 FTE)

### The Organisation

Alpine Valleys Community Leadership (AVCL) is a not-for-profit organisation, delivering contemporary leadership programs, short courses and workshops across the North East and Border regions. Since our first program delivery in 1998, we have continued to evolve our offerings and are driven by our mission to grow the leadership capacity and voice of people and communities.

The team of AVCL staff is small and robust, and work 100% remotely from home; staff meetings are conducted monthly in person in Wangaratta. The organisation is supported by a strategic Board made up of nine voluntary members.

### Our Mission


Grow the leadership capacity and voice of people and communities.

### Our Vision

Vibrant and sustainable communities through local leadership.

### Our Values

- Excellence: In the development and delivery of our activities.
- Agility: Being proactive and relevant to the changing needs of our communities.
- Innovation: Fostering creative ideas and identifying opportunities to strengthen our communities.
- Collaboration: Building relationships and partnerships that deliver mutual benefit and value.
- Integrity: Displaying transparency and accountability to our stakeholders.
- Respect: Conducting our relationships with honesty, trust and compassion.



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### Position Summary

The Business Coordinator leads the overarching planning and delivery of AVCL business objectives and initiatives in line with our strategic plan. This includes coordination of all business administration activities which have functional interdependencies including organisational management, program delivery and stakeholder engagement. With direction from the Executive Officer, the Business Coordinator develops critical workflows for AVCL business activities, drafts board papers and other business documents, develops program promotional collateral, contributes to strategic projects, and plans and coordinates key AVCL events.

Critical to this role are exceptional interpersonal, communication, project, organisational and time management skills with the ability to build trusting relationships with internal and external stakeholders.

### Key Responsibilities


#### General

- Utilise a project management approach to the long-term planning and delivery of known business objectives, taking into account competing priorities and available resourcing.
- Develop, implement and maintain best practice processes that ensure the functionality of operations across AVCL, including in the areas of administration, human resources, stakeholder engagement, software and systems and policies and procedures.
- Provide high level support and data to the Executive Officer and Program Manager as required, to ensure decision making is based on appropriate, accurate and timely information.
- Gather and collate information and drafting documents, including presentations, proposals, reports, and agendas, ensuring that all content is of a consistently high professional standard.
- Provide direction and supervisory duties of AVCL Administration Officer (0.4 FTE) and contractors (eg. graphic designer).

#### Strategic Projects

In 2024, the Business Coordinator will contribute to four key strategic projects:

- Website redevelopment: Coordination of end to end planning and delivery of a new website.
- Grant writing processes: Developing a structured approach to streamlining of grant writing and other submissions, including content development.
- Philanthropy prospectus: Support the Executive Officer in the development of an organisational philanthropy prospectus, including developing content based upon identified objectives, engaging with graphic designer and reviewing draft materials.
- Supplier panel: Establish clear objectives, criteria, and a streamlined process that enables the establishment of a supplier panel.



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#### **Organisational Management (Systems, Software, Policies & Procedures)**

- Draft and review policies and procedures to ensure AVCL adopts best practice to be an employer and provider of choice, with focus upon the strategic objectives of the 2022-2025 strategic plan, including operational policies and procedures for staff, contractors and participants.
- Lead the delivery of best practice in systems, software and hardware that support the AVCL growth strategy, including CRM system, development of critical workflows and organisational record keeping.


#### **Program Coordinator & Delivery**

- Coordinate administrative and marketing functions as required for the planning and delivery of AVCL contracts, which in 2024 include: Annual Program, Drought Readiness Program, Fischer Community Leadership Program, GROW Volunteering, Upper Murray Community Leadership Program and other workshops, short courses and other projects as required. This will include:
  - Development of program planning timelines, taking into consideration available resources and competing time constraints;
  - Responsibility for program recruitment, including undertaking of tasks and directing work tasks to be completed by Administration Officer: production and execution of marketing collateral, website updates, social media promotion, applicant interviews and panels), onboarding (record keeping systems)
  - Program administration, including oversight of survey administration, final certificate production, data collation for grant acquittal.
  - Record keeping, particularly as it relates to ensuring compliance with the DGR-1 status of AVCL Fund Ltd; i.e. clear systems for ensuring all received donations are correctly allocated, invoiced and attributed to donors and eligible activities.

#### **Stakeholder Engagement**

- Oversee the implementation of the Stakeholder Engagement Plan
- Coordinate delivery of the Alumni Engagement strategy, including executive support to the Alumni Engagement Sub-committee, coordinating Alumni events, forums and professional development activities, management of the Alumni database.
- Manage AVCL events, such as the annual Graduation and Launch event, including event scoping and proposal production, engaging suppliers, sending invites and maintaining attendance lists, delivery within the specified budget.
- Manage the AVCL online presence, including website maintenance and updating, responsibility for social media strategy development and ongoing execution.

#### **Key Selection Criteria**



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### Competencies

- Highly developed writing skills; able to write clearly, succinctly and correctly in a well-structured and logical way.
- Anticipates the needs of others, sets, monitors and maintains high quality and productivity standards, works in a systematic and methodical manner and consistently achieves expected outcomes.
- Able to apply critical thinking to contribute to balanced and considered outcomes.
- High degree of initiative, capacity to work well autonomously and independently whilst also contributing to a culture of collaboration and information sharing.
- Uses technology to achieve work objectives and shares expertise and knowledge with others.
- Relates well to people at all levels and establishes good and effective working relationships.
- Able to manage competing priorities with balance given to available resourcing and time allowances.

### Skills and experience

- Demonstrated experience in providing high level and interdependent operational coordination in a professional and confidential manner, including the ability to establish work priorities and meet predetermined deadlines and commitments.
- High level communication skills with experience in liaising with internal and external stakeholders, coupled with the ability to exercise initiative, discretion and maintain a high level of confidentiality.
- Effective utilisation of computer applications and databases to accomplish tasks, with high level computing skills in Microsoft Outlook, Word, Excel and PowerPoint.

### Qualifications

Desirable

- Tertiary qualification in Business Management or related field.

### Inclusion

We encourage diverse candidates to apply, including women, Aboriginal and Torres Strait Islander people, people from multicultural backgrounds, people with disability, veterans, young people, and people over 45 years old, even if your experience doesn't align perfectly.

### Other requirements

To be considered for this role, you must have full rights to work in Australia; appointment is subject to a National Police Check.

### How to apply

If you feel this role is right for you, please apply with your CV and a one-page cover letter outlining your experience and suitability. Please note that you are not required to provide individual responses against the selection criteria in the Position Description. Your CV should include two current references, noting they will not be contacted in advance of an interview, or without your permission.



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Applications close **Tuesday 16 January**.

Short listed applicants will be contacted thereafter, with interviews to be undertaken by Zoom in the following two weeks.

Enquiries can be made to Madeline Hines, Executive Officer, via [eo@avclp.org.au](mailto:eo@avclp.org.au)