

POSITION DESCRIPTION

Position Title	Executive Assistant
Department	Administration
Location	Shepparton Office
Classification	SCHADS Award Level 4 dependant on qualifications and experience
Employment Status	22.5 – 24 hours week
Reporting to	Chief Executive Officer
Organisational Overview	
The Bridge Youth + Family Services (TBYFS) plays a key role across the Goulburn Valley in youth support and advocacy. With offices located in Shepparton, Seymour and Wallan, TBYFS delivers services and supports to young people and their families with a particular focus on those from marginalized and/or disadvantaged backgrounds but with a philosophy that includes the provision of services to all young people. TBYFS offers a range of programs funded by government, private foundations and the local community. Programs focus on a diversity of issues and services include placement prevention, family reconciliation, family mediation, antenatal, parenting, housing support, mental wellbeing, mentoring and education support. For more information visit our website: www.thebridge.org.au. Our Vision: By 2027 young people in our local community are resilient, connected and celebrated. Our Mission: We nurture safety and wellbeing through a responsive model of care so that young people can look towards the future with optimism. Guiding Principles: • In diversity there is beauty and there is strength. • Alone we can do a little; together we can do so much. • Be curious always. For knowledge will not acquire you; you must acquire it. • The value of an idea lies in the using of it. • Stronger connections provide new opportunities and create healthy people, organisations and communities. • Adaptability requires an open mind and a welcoming of new alternatives. Our Values  Curiosity & New Ideas  Diversity, Collaboration and Collegiality  Connection & Reach  Flexibility	
Role Purpose	
Provide high-level executive and governance support to the CEO, including administrative coordination, stakeholder liaison, and direct support to Board governance processes where the CEO is also Company Secretary.	
Key Responsibilities	
1. Executive Support to CEO • Manage CEO calendar, priorities, and workflow to maximise strategic effectiveness • Coordinate meetings, briefing materials, agendas, and follow-ups • Draft correspondence, reports, presentations, and communications • Act as a key point of contact between the CEO and internal/external stakeholders • Supporting CEO in tracking strategic priorities and organisational initiatives • Filter and prioritise incoming communication and requests • Maintain key organisational documents, policies, and templates	

POSITION DESCRIPTION

2. Governance & Board Support

- Coordinate Board and subcommittee meetings (Board, Finance, Governance, etc.)
- Prepare and distribute:
 - Agendas
 - Board papers
 - Meeting packs
- Maintain Board calendar and annual governance schedule
- Take and prepare accurate meeting minutes and action registers
- Track Board decisions, actions, and compliance items
- Maintain governance records, registers, and document control
- Assist with statutory and regulatory compliance:
 - ASIC / ACNC lodgments
 - Policy reviews and updates
 - Constitution and governance documentation
- Support onboarding of Board members (inductions, packs, policies)

3. Stakeholder & External Relations

- Liaise with:
 - Board members
 - Community partners
- Ensure professional and timely communication on behalf of the CEO
- Support preparation for external meetings and engagements

4. Project & Strategic Support

- Assist CEO with tracking progress against strategic plan
- Coordinate small projects or initiatives as delegated
- Compile reports, dashboards, and summaries
- Conduct basic research and briefing preparation

5. Confidentiality & Discretion

- Handle sensitive organisational, staff, and governance information
- Always maintain strict confidentiality
- Exercise sound judgment in managing competing priorities and sensitive matters

Key Relationships

- CEO (direct report)
- Board Chair and Board Members
- Senior Leadership Team
- Communications Lead
- External stakeholders (auditors, regulators, partners)

Capabilities & Attributes

- Proactive and anticipatory
- Strong judgment and problem-solving ability
- Relationship-focused and collaborative
- Calm under pressure
- Values-driven and aligned to community welfare mission
- Systems thinker who can improve processes

Hours & Conditions

22.5 – 24 hours per week, Monday to Friday, with monthly Board meetings out of hours. Terms and condition according to the Social, Community, and Home Care & Disability Services Industry Award according to qualifications and experience.

POSITION DESCRIPTION

We are a family friendly organisation and offer an attractive remuneration package including significant salary sacrificing benefits and paid leave for all staff when our office closes between Christmas and New Year.

We are a Child Safe organisation. The position is subject to a successful Police Check and ongoing employment is subject to a six-month probationary period.

Key Selection Criteria

Essential

1. Proven experience as an Executive Assistant
2. Excellent organisational and time-management skills
3. High-level written communication (minutes, formal correspondence)
4. Ability to manage multiple priorities in a fast-paced environment
5. High attention to detail and accuracy
6. Discretion and professionalism

Desirable

- Experience in Not-for-Profit or community sector
- Understanding of governance frameworks (eg ACNC)
- Experience supporting a Company Secretary or Board

Additionally, you must have a

- Current driver's licence
- Current Employee Working with Children Check

The Bridge Youth + Family Services commits to protecting the safety and security of children and young people and has zero tolerance for child abuse or discrimination.

We are committed to promoting the cultural safety of Aboriginal children and young people, cultural safety of children from diverse culturally and/or linguistically backgrounds, and to providing a safe environment for children and young people with a disability or who are part of the LGBTQIA+ community.

The Bridge Youth + Family Services actively works to listen and empower children and young people and has systems to protect them from abuse.

The Bridge Youth + Family Services will take all allegations seriously and will respond to them in line with the Victorian Child Safe Standards, Social Service Regulator standards and mandatory reporting and our organisation's internal policies and procedures.



Signature: _____

Name: _____

Date: _____