



Position Description

Administration Officer			
Classification	Casual	Location	TAS
Reports To	General Manager		
Roles Reporting to Position			
Direct Reports	No. of Employees	N/A	Position Titles • N/A
Indirect Reports	No. of Employees	N/A	Position Titles • N/A
Primary Objective			
Support the General Manager with specialised administrative support and undertake the administration of the various project within Sprout Tasmania.			
Key Accountabilities			
Key Result Area	Major Activities		
Administration	<ul style="list-style-type: none"> Undertake timely and effective administration tasks including but not limited to uploading files into Sprout systems, entering and checking data, preparation of reports and documents to support the robust and effective administration management of the business. Assist the General Manager with projects and improvement initiatives Manage the Resource provision of Online Units to members, including raising invoices sending Units and ensuring payment is received. Maintain the membership database including adding new members to the corporate system, amending records, processing cancelled memberships. Maintain records in relevant databases and information systems so that all required information is correctly captured and readily available 		
SPP Support	<ul style="list-style-type: none"> Act as the primary Sprout contact for Sprout Producer Program participants in relation to education units – submissions, elective unit queries, feedback. Manage the Sprout Producer Program education unit review process, including issuing reminders to participants, allocating assignments to volunteer reviewers, collating feedback, tracking progress in Excel and reporting to the General Manager on progress and issues. 		
Communications	<ul style="list-style-type: none"> The Dirt – manage and develop the quarterly enewsletter including writing stories, collating community news, compiling photographs, generating images & buttons as required, and sending it to relevant people in the Sprout database. Communicate with Sprout Producers (both current and alumni) to find out information about stories, events, products, where to find them in the state etc. 		

Record & Version No.	Date approved by Department:	File location:	Page:
V1.0	HR TO COMPLETE	Sprout/HR/Casual Admin Officer	



	<ul style="list-style-type: none"> Managing the Facebook closed member group including admitting checked members and ensuring this group is kept up to date and in keeping with current Sprout members Maintaining the Sprout Tasmania and Cross Pollinate websites, including any improvements in layout, copy and design.
Team Work	<ul style="list-style-type: none"> Provide accurate and timely administration advice to General Manager and board members within Sprout Tasmania Provide support to the General Manager and Board members Manage internal relationships and ensure effective, collaborative working relationships with General Manager, Board members, volunteers and participants. Attend the Sprout Tasmania AGM Attend one field day per year, as part of support and administration of the Sprout Producer Program
Work Health and Safety	<ul style="list-style-type: none"> Responsible for own safety and the safety of others Accountable for ensuring the safety of the community, our workforce and our participants is not compromised
Key Relationships	
Internal	<ul style="list-style-type: none"> Liaise with General Manager and Board members to gather information necessary for completion of tasks and continuous improvement Develop effective working relationships with general manager and Board members to ensure outputs meet agreed quality and timelines
External	<ul style="list-style-type: none"> Liaise with Sprout Producer Program participants and Sprout members to ensure services are provided and expectations are met Support the maintenance of the relationship with external stakeholders to ensure Sprout Tasmania remains relevant in the sector
Decision Making Authority	
Independent	<ul style="list-style-type: none"> Apply judgement to determine work priorities and how to undertake directed work within specified and inferred constraints
With Input	<ul style="list-style-type: none"> Assist in preparing reports for management in consultation with key stakeholder input Respond to queries and ad hoc information requests to support other team members and volunteers.
Knowledge, Skills & Experience	
Selection Criteria	<p>Essential</p> <ul style="list-style-type: none"> Excellent attention to detail and skills working with data Excellent written and verbal communication skills Good conceptual and analytical skills with the ability to apply judgment to solve problems Good interpersonal skills with the ability to build and maintain effective relationships in the workplace Good computer skills and experience using corporate records management software applications Experience maintaining accurate and timely records Demonstrated ability to take ownership and accountability for assigned tasks

Record & Version No.	Date approved by Department:	File location:	Page:
V1.0	HR TO COMPLETE	Sprout/HR/Casual Admin Officer	



	<p>Desirable</p> <ul style="list-style-type: none"> • Passion for Tasmanian local community and farming. • C class drivers licence 			
	<p>Physical Requirements of the Role</p> <ul style="list-style-type: none"> • The position may require incumbents to travel to farms around the state for field days, as well as the use of computers (including keyboards and screens) and associated technology, and work in indoor environments at a computer workstation. 			
<p>Vision & Mission</p>				
<p>The vision of Sprout Tasmania is for a robust, knowledgeable and supportive local food community. Sprout Tasmania's mission is to educate, support and empower small food producers to get their ideas in the ground, growing and to market.</p>				
<p>Values & Behaviours</p>				
<p>Sprout Tasmania employees are expected to live our values and behaviours, making these the foundations of the way we work each and every day to ensure we achieve our vision.</p>				
<p>GENUINE</p>	<p>INSPIRING</p>	<p>ETHICAL</p>	<p>SUPPORTIVE</p>	<p>RESILIENT</p>

Record & Version No.	Date approved by Department:	File location:	Page:
V1.0	HR TO COMPLETE	Sprout/HR/Casual Admin Officer	