



## Position Description: Admin Support - Volunteer role

The Babes Project is looking for amazing and passionate people to join our volunteer Admin team! We're always working on upcoming projects, events and growth of the organisation and need vibrant and organised team players to join us. You would need to be available for a six hour shift each week on a Tuesday, Wednesday or Thursday. Be prepared for a rewarding experience working with a team who are passionate about making a positive impact on the lives of vulnerable women in this nation.

### Purpose

The Admin Support role is primarily based in the Croydon Admin Hub and is responsible for undertaking of general admin duties to support the work of The Babes Project, the Executive Team and the broader The Babes Project team.

### Hours

The role requires a minimum of 6 hours per week in one continuous shift (Tues, Wed or Thurs)

### Key duties/Responsibilities

- Work with The Babes Project team to carry out, in an effective manner, admin tasks to ensure the efficient running to the Admin Hub and the Support Centers.
- Tasks may include, but not limited to: answering phones, photocopying, binding, filing, data entry, research, tidying etc.
- Work on special projects or event preparation as directed.
- Communicate with the Management re safety concerns, areas of risk, incidents or accidents, support required, work load, training requirements, suggestions for improvements etc.
- Support The Babes Project culture actively through positive and genuine interactions at all times.

### Experience/Skill requirements

The incumbent should be someone who has a genuine interest and desire to contribute to an organization that is committed to providing excellent care to women facing crisis pregnancy.

The following skills/attributes are key to success in the role:

- Competency and confidence in using computers, and associated software - Familiarity with iMac is highly desirable.
- Good communicator.
- A mature approach to life and the ability to overcome challenges.
- A self-starter who values team collaboration and strives to deliver great outcomes in a timely manner.
- Physical capacity to stand and sit for prolonged periods (>30 minutes at a time), ability to climb stairs, occasional lifting and carrying items that weight up to 10kgs and occasionally lifting and carrying loads exceeding 10 kgs for short distances.
- Has a non-judgmental supportive approach and an appreciation for the fact that The Babes Project works with vulnerable children and women.
- Understands the significance of and adheres to principles of confidentiality as it pertains to volunteer and client information and also intellectual property that belongs to The Babes Project.
- Emotional/mental resilience with demonstrable healthy processes for self-care (ie processes to manage stress etc., due to the potential exposure to confronting or distressing information/situations).