



Position Description

Position Title	Executive Assistant to the CEO
Reports to	Chief Executive Officer
Direct Reports	None
Date effective	October 2021
Salary	Competitive salary, plus salary packaging benefits
Location	Youth Resource Centre, Richmond VIC

Organisational Context

Lighthouse Foundation support and care for some of Australia's most vulnerable young people, children and babies who typically come from backgrounds of long-term neglect and abuse. The young people in our care include teenagers, young parents, young women fleeing forced marriages and young people in foster care. Lighthouse provides these young people with a home, a sense of family and therapeutic care that's trauma informed and individually tailored to help them rebuild their lives.

Our model of care is based on 60 years of empirical research and considers not just a child's home environment but their need to form daily routines and meaningful relationships within a community. Each home is managed by experienced Carers with assistance from clinical professionals and dedicated volunteers. This forms a community of support around each young person, giving them the opportunity to confront their trauma and heal in a safe holding space.

Over the past 30 years, Lighthouse has successfully supported more than 1,000 young people to break the cycle of homelessness, move in to employment and educational opportunities and overcome their damaging life experiences.

Vision

A safe home and community for homeless kids to belong, heal and thrive.

Mission

We provide therapeutic homes and create a caring community for homeless kids and foster families. Through the Lighthouse Model of Care our kids receive a lifelong sense of belonging, the opportunity to heal and the capacity to thrive.

Our Values

Respect, Courage, Kindness, Thoughtful, Committed

Primary Purpose of the Position

Supporting and reporting to the CEO, the Executive Assistant will be responsible for providing high level administrative and executive management support to the CEO as well as engaging with a range of internal and external stakeholders. This critical role requires a high degree of autonomy, efficiency and commitment to completing tasks in a proactive and timely manner.



Key Responsibilities

Role Specific Requirements	
Area of Responsibility	Activities <i>(performance measured against activities during reviews)</i>
Stakeholder Relationship Management	<ul style="list-style-type: none">Working with the CEO in building and maintaining communication and relationships with a range of stakeholders including the organisation's management team and clients.
Executive Administration and Reporting	<ul style="list-style-type: none">Managing a range of administrative and executive management tasks including reporting, board/committee/management meetings co-ordination and minutes as well as document preparation, review and collation.
Confidentiality	<ul style="list-style-type: none">Maintaining a high level of confidentiality and professional support with respect to sensitive business matters.
Time Management	<ul style="list-style-type: none">Managing the CEO's schedule, diary, emails and telephone calls in an accurate, proactive and efficient manner.
Relationship and Event Management	<ul style="list-style-type: none">Coordinating and organising internal and external meetings, conferences, seminars, company social events and promotional material.

Organisational Specific Requirements	
Organisational Participation	<ul style="list-style-type: none">Attend team meetings, group process, whole staff meetings and planning daysContribute to the implementation of Lighthouse's strategic planContribute to collaborative practice across the organisation
Professional Development	<ul style="list-style-type: none">Participate in regular supervision, professional development and review meetingsAttend regular reflective practice and trainings as requiredContribute to a culture that is reflective, inclusive and open
OH&S	<ul style="list-style-type: none">Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of others including following safe working procedures and instructions
Risk	<ul style="list-style-type: none">All Lighthouse staff are responsible for applying a continuous quality improvement approach to all tasksIdentify and communicate any risks
CQI	All Lighthouse staff are responsible for applying a continuous quality improvement approach to all tasks
Commitment to Lighthouse Culture	Staff are expected to participate in the processes and practices that uphold the Lighthouse culture



Commitment to Trauma Informed Practice	Staff are expected to: <ul style="list-style-type: none">• Engage in personal and professional development to integrate their understanding and response to people and systems that have been impacted by trauma• Create or maintain a physical and emotional environment that promotes healing• Engage in conflict resolution processes when required
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Performance Measurements

An annual work plan will be developed in line with the Position Description and Lighthouse Foundation's Annual Business Plan to measure performance.

Authorities – Financial and People

- Seek approval for all unbudgeted expenses
- Petty cash expenses up to a certain amount without prior approval
- All other authorities listed under the Lighthouse Delegation of Authority policy

Qualifications and Licences

- Current driver's licence
- Criminal Records check
- Current Working with Children check

Key Selection Criteria

The successful candidate will:

- Have experience in a similar role
- Be a quick learner and have great attention to detail
- Have advanced computer/technology skills, particularly Microsoft Office
- Have exceptional interpersonal and communication skills, as well as the ability to build and maintain positive relationships with a range of stakeholders
- Be a resourceful, flexible and resilient individual who works well under pressure, and adapts quickly to a constantly changing environment.

Employment Conditions

- Full time
- Compliance with Lighthouse Foundation's Code of Conduct, including the Child Safe Code of Conduct, policies and procedures
- Lighthouse Foundation takes all reasonable steps to facilitate and maintain a safe environment for children, young people and all participants of our service. It is for this reason that Lighthouse requires all potential employees to undergo a psycho-social assessment prior to confirmation of employment
- Terms and conditions of employment are outlined in Employment Agreements



**Lighthouse
Foundation**

A place where
homeless kids belong

Manager

Name:

Signature:

Date:

Performance review period:

Staff Member

Name:

Signature:

Date:

Next review date:

Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as required basis. Any significant or material changes need to be discussed and agreed by incumbent and manager before inclusion. The role description should be reviewed formally during the annual planning and performance assessment process.