



Together for Humanity

## Administration Assistant

### About Together for Humanity

Together for Humanity (TFH) provides educational services for students, teachers, and school communities with the goal of increasing intercultural understanding via a range of experiential learning workshops, presentations and projects within school settings. We do this in collaboration with schools and other organisations to convene high quality cross-cultural and inter-faith learning experiences that foster goodwill between people of different faiths and cultures.

### Our Mission

Together for Humanity fosters Australian school students' interfaith and intercultural understanding, and in doing so, brings communities together.

### Our Vision

An Australia where racism and prejudice have been eliminated and all young people feel that they belong.

<b>Position Title:</b>	Administration Assistant
<b>Reports to:</b>	General Manager
<b>Tenure:</b>	Full-time
<b>Location:</b>	Together For Humanity Office, Glebe, NSW

### The Role

The Administration Assistant is a full-time, in-office role responsible for overseeing TFH program bookings, scheduling and onboarding facilitators, managing the shared office (including office management support for the landlord), and providing high-level administrative support to the Education and Operations Teams.

Working closely with staff, volunteers, and external partners, the Administration Assistant ensures smooth operations, compliance, and continuous improvement across programs and administrative processes.

## **Job Description**

### **TFH Program Booking Coordination:**

- Lead the end-to-end booking process for TFH school programs, including gathering all necessary logistics from schools, scheduling programs, and confirming bookings.
- Collate pre-program documentation and permissions, coordinate post-program follow-up.
- Drive continuous improvement of systems and workflows in collaboration with the Education Team and Operations Team.

### **TFH Facilitator Coordination:**

- Schedule presenters and facilitators to deliver TFH programs in schools.
- Manage the onboarding of facilitators alongside the Education Coordinator, including conducting reference checks, issuing and reviewing policies and documentation, verifying Working With Children Checks, and maintaining compliance records to uphold Child Protection standards.
- Drive continuous improvement of systems and workflows in collaboration with the Education Team.

### **Office Management:**

- Oversee the day-to-day management of the shared Glebe office, including organising, restocking, and maintaining essential office supplies.
- Perform reception duties, including answering the TFH phone, greeting visitors, and managing incoming parcels and deliveries.
- Coordinate meeting room and office bookings, including setting up spaces and AV equipment for events.
- Provide IT support to staff as needed.
- Organise catering and maintain kitchen and bathroom supplies.
- Ensure all shared spaces, including bathrooms, are maintained to a high standard of cleanliness in line with licence holder expectations.

### **Other accountabilities:**

- Maintain positive collaborative relationships with TFH staff, volunteers and external partners. This includes attending staff meetings and development opportunities.

- Attend and contribute to organisational meetings, including coordinating meeting logistics, preparing agendas and documentation, taking minutes, and tracking action items.
- Organise internal training sessions, travel and accommodation, as required to support team alignment, strategic planning, and organisational development.
- Support the finance team with Xero, including processing supplier invoices, sending donation invoices and issuing tax deductible receipts.
- Coordinate meetings for the leadership team with stakeholders and government representatives.
- Support with the planning and booking of travel and other team logistics
- Support with all activities related to our external events, including planning, booking and coordination

## **Person specification**

### **Essential**

- Strong organisational and administrative skills with the ability to manage multiple tasks
- Experience coordinating bookings, schedules or logistics with multiple stakeholders
- Excellent written and verbal communication skills
- Experience using CRM or database systems to manage contacts, bookings or records
- Strong attention to detail and ability to maintain accurate records
- Ability to work independently while collaborating with a team
- Strong attention to detail

### **Desirable**

- Experience working in a not-for-profit, education or community organisation
- Experience coordinating facilitators, presenters or volunteers
- Familiarity with finance or administrative systems such as Xero
- Basic graphic design or video editing skills
- Experience supporting events, programs or stakeholder engagement

### **Closing Date: 31 March 2026**

Please note applications will be reviewed on a rolling basis, as such, the role may be filled prior to the closing date.