

## EXECUTIVE ASSISTANT – MEMBERS EXECUTIVE

### POSITION DESCRIPTION

Position Title:	Executive Assistant
Reports To:	Members Executive
Salary/Award Classification:	Casual  Level 4 – Social, Community, Home Care & Disability Services Award

### SPEAK OUT ADVOCACY

The Speak Out Association of Tasmania, also known as Speak Out, is a state-wide membership organisation for people with intellectual and cognitive disability. We aim to develop a respectful and inclusive community for people living with a disability.

We do this by promoting and defending the individual rights of people with intellectual disability. Through our advocacy work and our good governance, we can build the capacity of our members and the community.

Speak Out is a state-wide, not for profit organisation with offices in Hobart, Launceston and Burnie.

### 1. SUMMARY OF ROLE

This position is designed to be an independent role that will support the Members Executive in preparing for meetings and during meetings (one meeting every 6 weeks in Launceston) and the Members President in preparing for and during Board Meetings.

The Members Executive of Speak Out is made up of 6 regional representatives, two from each region of Tasmania (south, north, northwest) who are nominated and elected by the Members in their Region.

The Members Executive also has a Members' President who is nominated and elected by all Members across Tasmania. The Members President is also a Board Director.

Elections for the Members Executive and Members President happen at the Annual Speak Out Conference.

People that are elected to the Members Executive represent the Full Members in the management and governance of Speak Out.

## 2. KEY ATTRIBUTES / SELECTION CRITERIA

These are the key attributes that the Members Executive thinks are important for this role:

**Patience:** Can stay calm and not get upset when things take longer than expected or when others make mistakes.

**Respectful:** Treats others with kindness, valuing their opinions, and showing consideration for their feelings and needs.

**Rephrasing:** Can express things in a different way to make it clearer or easier to understand.

**Non-Judgemental:** Is open-minded and does not form opinions or criticise others based on their actions, choices, or appearance.

**Active Listener:** Pays full attention when someone is speaking, showing interest, and responding thoughtfully to what they say.

**Adaptable:** Is flexible and able to adjust to new situations, changes, or challenges without getting upset.

**Organised:** Has the ability to arrange things in a clear, efficient way and keep track of tasks or responsibilities.

**Able to Know Non-Verbal Cues:** Understanding body language, facial expressions, and other silent signals to understand what someone is feeling or thinking.

**Awareness of Disability:** Understanding and being sensitive to the needs and challenges that people with disabilities might face.

**Discretion:** Keeping sensitive information private and making careful, thoughtful decisions in delicate situations.

**Clear and Simple Communication:** Explains things in a straightforward, easy-to-understand way, avoiding confusion.

## 3. RESPONSABILITIES

The Executive Assistant will work under the direction of the Members Executive.

The Executive Assistants responsibilities may include:

### **Members Executive Meetings**

- Transport to Meetings.
- Supporting the Members Executive in preparing for meetings this may include preparing Agenda's, Minutes and other meeting documents.
- Supporting the Members Executive during meetings and assist to explain all forms of information when required.

### **Board Meetings**

- Supporting the Members' President in preparing for Board meetings including the preparation of the Members Presidents Report.
- Support the Members President during Board Meetings and assist to explain all forms of information when required.

There may be a need for the Executive Assistant to attend Self Advocacy Group or Peer Support meetings as required.

## 4. DESIRED QUALIFICATIONS / EXPERIENCE

- I. Tafe Qualifications in Community Services and/or Disability;
- II. lesser formal qualifications with substantial years of relevant experience; or
- III. attained through previous appointments, service and/or study, an equivalent level of expertise and experience to undertake a range of activities.

## 5. MANDATORY CONDITIONS

- Must hold relevant Working with Children Check and National Police Check or be willing to obtain prior to commencing employment.
- Must hold a current Australian Drivers License.

### Position Description Approved

Chief Executive Officer: Approved

Advocacy Practise Leader: Approved

Date: 17 December 2024