

POSITION DESCRIPTION

VICTORIAN BRANCH ADMINISTRATION MANAGER

AUSTRALIAN BREASTFEEDING ASSOCIATION VICTORIAN BRANCH

1. **TITLE:** Victorian Branch Administration Manager
2. **SALARY:** SCHADS Award (level 5 pro rata) + 10% superannuation
3. **LOCATION:** Australian Breastfeeding Association Vic (ABA Vic)
Branch Office
The Breastfeeding Centre
3/71 Robinson Street,
Dandenong (primary location)
4. **HOURS:** 38 hours per fortnight (days to be negotiated) and with out-of hours work required from time to time to meet business requirements.
5. **REPORTS TO:** Victorian Branch President
6. **DIRECT REPORTS:** Administrative Officer
Community Support Officer
7. **DELEGATED AUTHORITY:**

The Victorian Branch Administration Manager has authority to act within the guidelines of this position description, the Australian Breastfeeding Association Constitution, the Code of Ethics, ABA policies and procedures and the delegations manual.

8. **OBJECTIVES:**
 - To create and maintain a welcoming, professional, and efficiently run ABA Vic Branch office and The Breastfeeding Centre
 - Provide administrative support to the Branch President
 - To manage the Branch Office Team
 - To oversee all branch-led activities
 - To maintain branch activities in line with branch operational plans, grant and other compliance obligations
 - To be an active member of the Branch Leadership Team
 - To promote the services of the Australian Breastfeeding Association and reflect its vision, mission and aims.

9. **KEY RESPONSIBILITIES**

- Manage the daily operations of the branch, including management of the office team, in line with branch operational objectives, or as directed by the Branch President.
- To work in conjunction with the Branch Office and Leadership Team to ensure the operation plan is implemented by developing, implementing, monitoring, and reviewing the activities of the plan.
- To support the creation of and monitor the branch budget and relevant reporting.
- Manage branch assets, facilities, and procurement
- To ensure ongoing communication and support of Victorian Branch volunteers and their work in delivering services and programs state-wide
- Manage the delivery of community liaison programs/projects that align with the operational plans of the branch and the strategic plan of the national organisation.
- Oversee branch owned social media pages and groups
- Grant management for the branch including responsibility for management of relationships, funding requirements and attracting additional funding to meet branch needs
- Implement workplace health and safety measures and requirements
- Community development and relationship management with the MCHN network, community organisations, hospitals, Local and State Government and health professionals
- Event coordination including baby expos, Health Professional events and management of Branch conferences
- Ensure organisational policies and procedures are followed within the Branch office
- Ensure Victorian Branch is represented in ABA Working Groups

As a Team Member

- Uphold the Australian Breastfeeding Association's values, Code of Ethics and Code of Conduct
- Take responsibility for reaching key performance indicators, develop and share best practice ideas, and assist and support other team members to reach their individual and team goals where applicable
- Exercise judgement and make decisions that will benefit the branch and organisation
- Work as part of a harmonious team and contribute to a motivating and communicative environment
- Participate in staff review and staff development activities
- Offer clerical assistance to branch personnel as needed
- Participate in staff meetings and other meetings or functions as required
- Maintain a high level of personal presentation and be polite, helpful, and courteous at all times

10. QUALIFICATIONS, SKILLS AND EXPERIENCE

- Related Degree with a minimum of 2 years' experience or a Related Diploma with substantial relevant experience or a Certificate IV in Breastfeeding Education with extensive relevant administrative experience
- Strong customer service focus (internal and external stakeholders)
- Willingness to complete ABA Orientation / Induction processes (inc. Volunteering with ABA presentation) if not already a qualified or trainee ABA Breastfeeding Counsellor or Breastfeeding Educator
- Well-developed communication skills, written and verbal
- Proven organisation, planning and time management skills with an ability to prioritise and manage workload, meet deadlines, and adapt to changing circumstances
- Strong IT and computer skills including various software and MS Office Suite

Revision history

Revision	Date	Description of modifications
1	January 2022	Role to align with SCHADS Award Approved by Victorian Branch President
1.1	May 2022	Role to align with SCHADS award Draft Approved by Victorian Branch President
1.2	October 2022	Role aligned with SCHADS award Approved by Victorian Branch President