

ROLE STATEMENT

Administration Coordinator

Enabling Women in Africa to Give Birth Safely

- Globally, every day, 786 women die trying to have a baby. 70% occur in Africa, the vast majority avoidable.
- For every death, about 20 other women suffer an injury, the most feared being an obstetric fistula. Left untreated, a woman suffering a fistula will live a life of incontinence, misery, shame, and ostracism. 40% will plan or attempt suicide.
- Deaths and fistulas occur in Africa simply because many women don't have access to safe medical care. Fistulas occur very rarely in well-resourced countries simply because comprehensive obstetric emergency care (including a caesarean) is normally available to women.

Motivated by Jesus Christ's call to love and serve the poor, **Barbara May Foundation** has responded to this need by facilitating free and safe care for poor and vulnerable women during childbirth and for those already suffering from complications arising from childbirth. We seek to honour women's dignity and restore their agency by facilitating the repair of obstetric fistulas caused by obstructed labour, and by working to eliminate fistulas and prevent women dying in childbirth.

About Barbara May Foundation

Barbara May Foundation is an Australian registered charity with tax deductibility status established in 2009 by Medical Director, Dr Andrew Browning AM, an obstetrician and gynaecologist, as well as being one of the world's leading fistula surgeons.

Barbara May Foundation has supported hospitals in Ethiopia, Tanzania, South Sudan, and Northern Uganda. We receive no government funding, and our donors, from all over the world, support the provision of maternal healthcare in Africa.

Our Vision

A world where all women can face giving birth with dignity and confidence. We play our part in realising that vision by working compassionately to reduce death and injury in childbirth in Africa.

Our Mission:

- To eliminate maternal mortality, with a focus on the treatment and prevention of obstetric fistula.
- To provide financial support and professional assistance for maternal healthcare including medical infrastructure and services, training, and education.

Our Values

- **Compassion:** Our hearts are moved in loving kindness to seek the best for others, placing their needs ahead of our own.
- **Integrity:** Remaining true to our roots, we are authentic, courageous, and accountable in our work. We act justly, love tenderly and walk humbly.
- **Respect:** Without bias we honour the dignity inherent within every person, reflected in our considerate and professional care

About the Role

This role supports the daily operations of Barbara May Foundation by providing administrative assistance to the team. Responsibility for assisting the Administration Manager as needed, including data maintenance and entry and answering the phone on general enquiries. This role supports our team, our volunteers and our donors. It requires someone with a pleasant manner, can do attitude and a great attention to detail.

Key Accountabilities

As the Administration Coordinator, you will:

- Assist with processing of donations into the organisation
 - Provide administrative support to the team, including managing calendars and scheduling appointments
 - Make travel arrangements
 - Complete data entry and database maintenance
 - Assist with fundraising events from an administrative perspective as needed
 - Answer incoming enquiries to the organisation
 - Provide assistance to the Administration Manager support as needed
 - Handle confidential and sensitive information with discretion.
 - Provide any other support for key projects as required, including general assistance, especially when other staff are on leave.
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About you in this role:

This role reports to: Administration Manager. However, you will also be working closely and taking direction from the Medical Director, General Manager and Senior Finance Manager.

This is a 2 day a week role, working from home, although weekly meetings may be required so preference will be given for someone located in Sydney/Sydney surrounds.

Your Key Capabilities:

- A friendly and professional self-starter
- Proven experience as an Executive Assistant or similar administrative role.
- Strong organisational and time-management skills, with the ability to multitask and prioritise effectively and able to take direction.
- Excellent communication and interpersonal skills.
- Good IT competency including SharePoint, Microsoft Office, CRM systems (we use E-tapestry).
- Exceptional attention to detail and accuracy.
- Ability to maintain confidentiality and handle sensitive information.
- Proactive, with the ability to thrive in a small team.
- Friendly and helpful manner when answering calls from our donors, suppliers and general enquiries.
- Proud to be the type of person who finds solutions and fixes problems.
- The ability to work in a fast-paced environment and manage competing deadlines.

Individual leadership:

- **Improving performance** - Work with others and offer suggestions to find ways of doing the job more effectively.
- **Owning the job** - Take ownership for all responsibilities and honour commitments within your own role and strive to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remain committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** – Set achievable timeframes and work to complete projects, tasks and duties on time.

Business Acumen

- **Organisational operation** - display awareness of the Foundation’s goals and understand how personal objectives relate to those goals.
- **Organisational objectives** – Understand how organisational vision and values relates to your role.
- **Make sound decisions** – Analyse problems, seek input from relevant people and then take appropriate action to implement the most effective solution in a timely manner.

Qualifications and Experience

Tertiary qualifications in Business Administration and/or equivalent experience

Experience:

You will have excellent attention to detail, good computer literacy, be organised, systematic, thorough and be professional and friendly when dealing with incoming callers, board members, donors, staff, and suppliers.

You will be self-motivated and have a mature approach in your interactions with the team. It is expected that you will be developing good skills navigating a small but complex not-for-profit with its primary program of work being overseas and many of our donors too. Adding that quality of “it was great to deal with Barbara May Foundation” experience for all you encounter.

Compliance

- A National Police Check
- A current Australian Driver’s License

Employee Name:	Click here to enter text.	Manager’s Name:	Karen Baker
		Title	General Manager
Date:	Click here to enter text.	Date:	
Signature:		Signature:	