<table>
<thead>
<tr>
<th>Role Title</th>
<th>Administrator, Butterfly Body Bright</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Dr Stephanie Damiano</td>
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<tr>
<td>Roles reporting into this role</td>
<td>N/A</td>
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<tr>
<td>Purpose of the Role</td>
<td>The primary purpose of the role of Administrator, Butterfly Body Bright is to provide administrative support and assist with the operations and implementation of the Butterfly Body Bright program. This position will report to the Manager, Butterfly Body Bright.</td>
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| Accountabilities and Responsibilities | - Respond to emails directed to the Butterfly Body Bright inboxes.  
- Support registered Butterfly Body Bright schools with on-boarding.  
- Maintain database for Body Bright schools and contacts using Butterfly’s Client Management System (Dynamics 365).  
- Conduct administrative tasks required for virtual events and promotions (including registration management and promotions).  
- Support activities for program evaluation, including collating feedback survey data.  
- Support the Manager in maintaining program online presence (e.g., SquareSpace website and LinkedIn page).  
- Establish a thorough understanding of the Butterfly Body Bright program content.  
- Support Manager with Butterfly Body Bright Reference and Advisory groups.  
- Work collaboratively across Butterfly teams, such as Communications and Engagement.  
- Assist with reporting as required by Butterfly Body Bright funders.  
- Respond to all enquiries in a timely and professional manner.  
- Participate in broader Prevention Services team meetings and other activities as required.  
- Regularly and proactively communicate with manager and other Prevention team members and with other areas of Butterfly such as HR, Finance, Clinical Services and Communications and Engagement.  
- Participate in other Butterfly-related activities as required.  
- Assist with other duties commensurate with the role as required. |
| Selection Criteria         | Essential  
- Demonstrated ability to be thorough, methodical, accurate and organised with regards to record keeping, revision and update of documentation, database update and associated administrative tasks, with excellent attention to detail.  
- Minimum 12 months experience in administration in a similar environment.  
- Excellent time management skills, with ability to be autonomous and self-manage your work schedule and priorities to meet deadlines.  
- Excellent interpersonal and communication skills.  
- Highly developed computer skills, including (Office365 applications in particular Word, PowerPoint and Excel).  
- An understanding of mental health promotion and eating disorders and body image issues and their impact on mental and physical health. |
- An understanding of Australian school environments, particularly primary school (Government and non-government).
- An interest and desire to support children’s mental health and wellbeing.
- Strong customer service skills.
- Availability during AEDT school hours.
- Ability to undertake some out of hours work.

**Desirable**
- Background or relevant experience in education, health/mental health promotion, health science or a related area.
- An understanding of the principles of evidence-based health promotion, practice and their application.
- Good understanding of online learning management systems, Client Management Systems, and survey software.
- Experience editing website using simple interfaces.
- Experience with a range of video-conferencing platforms.
- Flexibility to adjust to changing circumstances.
- Willingness to go the extra mile.
- Driven to continually extend own learning and development.
- The desire to make a difference.

**Other requirements**

**At all times:**
- Conduct yourself in a professional manner.
- Have exceptional interpersonal relationship skills and a positive attitude.
- Strive to act in accordance with the vision, mission and objectives of Butterfly and to do all possible to assist Butterfly in achieving its aims.
- Follow Butterfly’s policies and procedures.
- Follow/participate in occupational health and safety measures.
- Act considerately around the workplace and have regard for the well-being of fellow staff, volunteers and our service users.
- It is a requirement of all positions at Butterfly that the person has a valid Working With Children Check clearance (pass) and Police check.
- As this role involves office work (either in Sydney or Melbourne), and may require visiting schools and/or other external organisations, a full COVID vaccination status or formal medical exemption is necessary aligning with state-based requirements.
- All staff should be aware of and actively uphold the Butterfly values.
**Butterfly**

<table>
<thead>
<tr>
<th>Vision</th>
<th>Butterfly Foundation is the national charity for all Australians impacted by eating disorders and body image issues, and for the families, friends and communities who support them.</th>
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<tbody>
<tr>
<td>Mission</td>
<td>All people in Australia can live free of eating disorders and negative body image. We work to prevent eating disorders and body image issues from occurring, to ensure that the best possible treatments are available, and that appropriate care and support is there for those affected.</td>
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<td>Values</td>
<td>Compassion</td>
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| Objectives | • Promote positive body image and associated healthy behaviours.  
• Encourage hope and help-seeking through education and awareness.  
• Advocate excellence and consistency in the culture of care and support for people with eating disorders and encourage a better understanding of the complexities of eating disorders and the need for a compassionate, flexible and holistic response.  
• Educate and connect the community, health providers, government and other support agencies to assist in excellence and consistency in the culture of care.  
• Facilitate the development of effective models of prevention and care for people at risk of or with eating disorders.  
• Provide treatment and support services.  
• Operate a financially sustainable national Foundation for future generations.  
• Increase access for all people with lived experience of an eating disorder and carers in Australia to effective treatment and support.  
• Ensure that everyone in the Butterfly team feels recognised for their skills and experience, is fully engaged and supported in making their contributions and that the organisation is providing opportunities for professional growth and development. |

Butterfly acknowledges Aboriginal and Torres Strait Islander people as Australia’s first people and traditional custodians.

Butterfly is committed to embracing diversity and welcomes all people irrespective of body shape and size, ethnicity, faith, age, sexual orientation and gender identity. More information about our commitment to reconciliation, diversity and inclusion is available here: [https://butterfly.org.au/who-we-are/reconciliation-inclusion/](https://butterfly.org.au/who-we-are/reconciliation-inclusion/).