Position Description
Administration and Project Support Officer, NEDC

May 2022
Mission statement

The National Eating Disorders Collaboration (NEDC) is an initiative of the Australian Government dedicated to developing and implementing a nationally consistent, evidence-based system of care for the prevention and treatment of eating disorders.

NEDC is a national collaborative platform for experts in lived experience, clinical services, research, and sector leadership to generate unified, evidence-based sector positions and consistent national standards that are translated into practical action for prevention, identification, and treatment.

Vision

NEDC's vision is that all people living in Australia experiencing disordered eating or an eating disorder can access an effective, consistent and equitable system of care.

Mission

To build a nationally consistent, evidence-based system of care for the prevention and management of eating disorders in Australia.

Objectives

- NEDC develops and helps implement a consistent, evidence-informed national approach to the prevention and management of eating disorders in Australia.
- NEDC provides a vital collaborative and strategic platform for the Australian eating disorder sector, generating a unified sector voice and coordinated national action.
- NEDC supports the development of a skilled clinical and lived experience workforce with expertise based on nationally consistent standards.
- NEDC synthesizes lived experience, research evidence, and clinical expertise in consistent, national standards for prevention, identification, and treatment of eating disorders.
- NEDC actively implements evidence-based national standards across the stepped system of care.

About NEDC

NEDC is funded by the Australian Government Department of Health and administered by The Butterfly Foundation (Butterfly). Butterfly is Australia's largest not for profit organisation dedicated to supporting people with eating disorders and negative body image and the people who care for them.

NEDC has a small and vibrant team, with offices in Sydney and Melbourne.
Purpose of the Role
The primary purpose of the role of Administration and Project Support Officer is to support the operations of the NEDC team through provision of day-to-day assistance with administrative tasks and project functions. The role also supports the delivery of stakeholder meetings and team logistics.

The Administration and Project Support Officer works closely with the NEDC project team to deliver projects on time within budget and within scope.

This position reports to the National Manager.

Responsibilities

- Provide day-to-day assistance to team members in the use of digital tools including MS Office suite, MS Teams, SharePoint, Trello, Zoom and other relevant platforms.
- Assist with desktop publishing of NEDC resources (using MS Word, PowerPoint, In-Design) through application of brand guidelines and basic design elements.
- Support efforts to ensure all published materials conform to accessibility guidelines or standards and develop accessible materials as needed.
- Provide logistic and technical support for project and organisation-level events, including venue liaison, travel arrangements for staff and external stakeholders, or management of online meeting delivery platforms.
- Record meeting minutes in consultation with the relevant project lead.
- Support quality improvement in team methods, tools, and processes in collaboration with the management team.
- Provide support across NEDC projects and activities such as organizing data and documents, providing back-up support to communications, and other tasks in consultation with relevant project lead.
- Support the financial operation of NEDC through tracking of invoices, credit card acquittal, and any other accounts payable or receivable, in collaboration with the Butterfly Finance team, the National Manager NEDC, and National Director NEDC.
- Manage the key stakeholder database for NEDC and update as required.
- Oversee the office logistics for NEDC over two locations (Sydney and Melbourne), ensuring effective liaison with Butterfly office staff, Rubato management and tenants, and any other users of the space.
- Manage team subscriptions and maintain related databases.
- Partake in general administrative duties as required.

Qualifications, Skills and Knowledge
To be successful in this position, the post-holder will need to be able to demonstrate the essential qualifications, skills and knowledge listed below. In addition, the desirable skills, knowledge and behaviours listed will be beneficial to success in this position.

Essential
- Collaborative approach to work with colleagues across the organisation.
- Organisational and time management skills, including the ability to juggle competing demands and handle a number of tasks with minimal supervision.
- Competent-to-advanced use of computer software (MS Office, videoconferencing, collaboration tools, event, design) and an ability to support colleagues with their use and trouble-shoot problems in real time.
- Well-developed interpersonal skills, including the ability to communicate and build rapport with internal and external stakeholders both in person and via telephone or email.
- Clear written communication skills.
- Excellent organisational capacity, including time management skills, high level of accuracy, attention to detail and proven ability to follow tasks through to completion.
- Must hold a full (unrestricted) Australian drivers licence and have access to a reliable car for work related travel when required.
- Must hold a Working With Children clearance for the relevant state/territory and a National Police Check.

**Desirable**
- Qualifications in administration, project assistance or equivalent.
- An understanding of eating disorders and body image issues and their impact on mental and physical health.
- Demonstrated experience working in a mental health setting or an area relevant to NEDC key stakeholders (e.g. education, general practice, allied health, primary health care)
- Experience in a similar not-for-profit or charitable NGO environment
- Flexibility to adjust to changing circumstances
- Driven to continually extend own learning and development

**Diversity Statement**
Butterfly and the NEDC acknowledge Aboriginal and Torres Strait islander people as Australia's first people and traditional custodians.

Butterfly and the NEDC are committed to embracing diversity and welcomes all people irrespective of body type, ethnicity, lifestyle choice, faith, age, sexual orientation and gender identity.