

POSITION DESCRIPTION

Position Title:	Executive Officer
Position Type:	Permanent (Full-Time) or (Part Time), 0.6- 1.0 FTE
Classification Level:	SCHADS 4 or 5, depending on experience and background
Salary range:	SCHADS 4 \$85,120.36 - \$91,586.56, pro rata SCHADS 5 \$97,377.80 – 101,787.92, pro rata
Location:	Darwin
Direct Reports:	None
Responsible To:	Chief Executive Officer (CEO)
Requirements:	<ul style="list-style-type: none"> • Ability to maintain a current Northern Territory working with children check (Ochre Card). • A satisfactory national criminal history check. • Current NT Driver's License.

About Relationships Australia Northern Territory

Relationships Australia Northern Territory (RA-NT) is a community-based, not-for-profit, non-government organisation providing a broad range of services, for all members of the community regardless of religion, belief, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances.

Our clients are often dealing with complex and sensitive situations, so we look for employees who are understanding, knowledgeable and genuinely care about the wellbeing of others.

Purpose

We empower individuals, families, and communities to grow through a rich culture of belonging, connection, and respectful relationships.

Values

Fostering an organisational culture that embodies the following values is at the heart of how we operate at RA-NT:

Value:	This means:
Listen with compassion	We care deeply for each other and our clients. We are committed to listening with curiosity and empathy, and to providing a space for people to feel safe and supported.
Work together with respect	Relationships and the way we connect with each other are our lifeblood and are core to building each other up and working towards growth and healing.

- Celebrate difference** We embrace diversity and prioritise inclusion, equity and self-determination.
- and promote fairness** We are strong in our commitment to social justice across ages, gender, cultural and financial differences.
- Strive for quality and trust** We value honesty and truth, and we do what we say we will do with a commitment to quality and professionalism. We are always learning about our clients, ourselves and best practice, to deliver the best services and programs that we can.

Position Statement

The Executive Officer (EO) provides high-level strategic, administrative, and project support to the Chief Executive Officer (CEO) and the Senior Executive Team (SET).

This dynamic and pivotal role ensures the effective functioning of the CEO's office while also contributing to organisation-wide governance, compliance, and communication functions.

In a fast-paced and evolving environment, the EO manages competing priorities, supports strategic initiatives, oversees governance processes, and leads special projects at the discretion of the CEO.

Acting as a central liaison point between internal teams and external stakeholders, the EO plays a key role in enhancing communication, organisational efficiency, and the RA-NT brand. Discretion, confidentiality, professionalism, and a proactive mindset are essential for success in this role.

Key Responsibilities

Executive administrative support

- Provide high-level administrative and project support to the CEO and SET, including calendar, email, travel, and meeting coordination.
- Prioritise and manage tasks, correspondence, and meeting preparations on behalf of the CEO and SET, ensuring all members are fully briefed.
- Draft high-quality written content including reports, correspondence, presentations, proposals, and organisational communications.
- Establish and maintain a centralised register to log, track, and prioritise CEO/SET activities.
- Provide Secretariat support for Board and SET meetings, including preparing and distributing papers, organising venues, taking minutes, and tracking action items.
- Be the first point of contact for all queries relating to the CEO's office.
- Liaise with internal teams to support strategic and operational initiatives across the organisation.
- Build and maintain strong relationships with internal and external stakeholders, including funders, the National Office, and local and interstate partners.
- Support RA-NT's communications and brand presence by overseeing social media scheduling, paid promotions, and public engagement.
- Represent the CEO in meetings and events when required and coordinate major events such as the Annual General Meeting.
- Undertake research and support special projects as directed by the CEO.

- Collaborate with SET to support the delivery of organisational priorities.
- Handle all matters with a high degree of professionalism, discretion, and confidentiality.

Governance and Compliance

- Support strong governance practices across the organisation in collaboration with the CEO and other senior leaders.
- Oversee and maintain compliance processes, registers, and reporting frameworks to ensure risk, quality assurance, and regulatory obligations are met.

Additional responsibilities for appointment at SCHADS level 5:

- Proactively manage the tender and program register, ensuring all submissions and grant applications are completed accurately and on time.
- Contribute to reports for the Board and Executive.
- Undertake research and lead special projects as directed by the CEO.

Qualifications and Experience

Essential

- Extensive experience in senior-level administrative or executive support roles.
- Demonstrated ability to manage competing priorities with initiative, efficiency, and a strong attention to detail.
- Advanced written and verbal communication skills, including the ability to draft reports, agendas, discussion papers, and official correspondence.
- Proven ability to support executive-level communications, marketing, and presentations for internal and external audiences.
- Strong analytical and problem-solving skills, with a solutions-focused mindset.
- High level of professional judgement, integrity, and confidentiality.
- Experience working with governance frameworks and compliance requirements.
- Strong collaborative skills with the ability to operate effectively in an agile and evolving organisation.
- High proficiency in Microsoft Office and task management systems, with the ability to implement systems to track and report on priorities.

Additional Selection criteria for appointment at SCHADS level 5:

- Proven ability in project management: coordinating, organizing, critical thinking and problem-solving skills.
- Proven ability to interpret and communicate data clearly and creatively.
- Familiarity with tender processes, grant submissions, and government-funded programs.

Desirable

- Prior experience in the not-for-profit or community services sector.
- Understanding or interest in communications, marketing, and brand management.

Please note that Position Descriptions are under regular review and may be changed by the Chief Executive Officer, after consultation, at any time

Acknowledgement

I have read, understood and accept the position as documented in this position description.

Employee Name (Please Print):

Signature:

Date:

<i>Reviewed by:</i>	<i>Human Resources</i>	<i>June 2025</i>
<i>Approved by:</i>	<i>Chief Executive Officer</i>	