

PROFESSIONALISM

CREATIVITY

RESPECT

INTEGRITY

PROGRAM SUPPORT OFFICER

- Are you a motivated, positive office administrator, PA or similar, looking for a new challenge?
- We are recruiting for a program support officer, working with a leading community programs provider
- Full time, fixed term with an essential service to June 2024 with likely extension
- NFP Salary Sacrificing available

This is an exciting opportunity for an experienced and innovative professional to provide senior administration support to the Odyssey House NSW Programs Directorate, its Director and Managers.

The Program Support Officer will be working as part of a dedicated team assisting the effective operations of the Programs Directorate by providing a high level of administrative functions.

The successful applicant will have excellent communication and organisational skills with the ability to build strong relationships with stakeholders.

This role will also operate in a PA function to the Director, Programs and provide a key link between the Programs Directorate and other functions, including particularly People and Culture, Quality, and Finance.

The position may be based in Redfern or Eagle Vale as the primary location however the successful applicant will be required to work at the alternative site from time to time.

Closing Date: 13/12/21

ESSENTIAL SELECTION CRITERIA:

- Relevant VET or Tertiary qualification.
- Business qualification such as Certificate IV or Diploma in Business Administration is desirable.
- Experience providing administrative, operations or project support.
- Preferred- Demonstrated experience in a similar program support role in the community sector.
- Ability to show initiative, develop and nurture relationships.
- Comprehensive understanding of MS Office Suite, use of video conferencing (e.g., Teams, Zoom) and use of Client Management Systems.
- Demonstrable high quality communication skills including ability to communicate clearly in writing or verbally.
- Ability to engage with people from a range of backgrounds and experiences with a range of presentations.
- Ability to show initiative and be self-motivated while working within a team environment.
- Understanding of privacy and confidentiality requirements.
- Knowledge of and commitment to implement the principles of WHS, EEO and continuous Quality Improvement.
- Ability and capacity to show initiative, and demonstrated ability to hold confidential information in a trustworthy manner.
- Preferred- Hold a current NSW Driver's Licence.
- Hold or have the ability to obtain a current Criminal History Check and Working With Children clearance for paid employment.
- Unlimited right to live and work in Australia.

ABOUT US:

Odyssey House NSW is a not for profit, multi-site organisation that offers a diverse range of residential and community programs for those impacted by the complexities of alcohol and other drug dependency.

The Odyssey House NSW teams are made up of experienced, skilled, and motivated professionals who understand the challenges that may be impacting the life and health of individuals, their families, friends and the wider community due to alcohol and other drug dependency. For more information about us, head to our website at www.odysseyhouse.com.au.

If you are interested in this role, meet the above criteria and believe you are a great fit for our organisation, apply NOW.

In line with the Public Health Order, all NSW Health Workers are required to receive the COVID-19 vaccination. To be eligible for consideration for employment with Odyssey House NSW, prior to appointment all recruits must provide evidence of their vaccination, or alternatively provide a Medical Contraindication in the approved form which complies with the requirements of the Public Health Order.

TO APPLY:

- Include an updated version of your Resume
- Address the Essential Criteria in a Cover Letter to David Kelly (Ref: OP49)
- Email your application to david.kelly@odysseyhouse.com.au



ODYSSEY HOUSE
NEW SOUTH WALES