

Position Profile



Position:	Project Co-ordinator & Team Support
Team:	Aspect Partnerships, Development and Autism Friendly
Location:	Aspect National Office / Hybrid Working
Industrial coverage:	Non-award
Reports to:	Relationship & Business Improvement Manager
ANZSCO code:	<i>Tbc</i>
Approval status	For Approval – Permanent Role
Date reviewed:	3 years

Organisation purpose

A different brilliant® - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centered, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

Portfolio and Team purpose

The Partnerships, Business Development and Autism Friendly Portfolio was formed in 2023 and is home to four teams.

- Philanthropy, Relationship and Gift in Will
- Fundraising, Mass Marketing and Supporter Services
- Autism Friendly Consultancy & Working in Partnership (with autistic staff)
- Strategic Partnerships, Business Development & Impact.

The teams are externally focused with a goal of growth- financial, reach and impact. We aim to deliver excellent customer service to existing and new supporters, corporates and autism friendly fee-for-service clients. We are committed to utilising both a data-led marketing and relationship-based approach to connect and inspire new partnerships and gifts through a wide variety of activities and initiatives. The wellbeing of our team is important, as is incorporating the autistic voice authentically into our activities.

In turn this will enable Aspect to achieve it's vision to create the best opportunities for people on the autism spectrum.

Position purpose

This is a brand-new role, suitable for a highly organised all-rounder with ambition to make a real difference in the disability space. Drawing on experience you will be charged with coordinating

varied projects across each of the teams and directly supporting the National Director in administrative tasks.

Key projects will vary depending on priorities but will focus on improving the systems and processes which make it easy for clients to do business with us. You will also support the new Head of Strategic Partnerships (currently being recruited) who will drive, gatekeep and proactively manage Aspect's high-level strategic client relationships, to achieve shared long-term goals and competitive advantage.

Key stakeholders you will be working with include: Aspect staff across multiple departments and seniority levels, external clients from large corporates to small community organisations.

This role is well suited to someone who is confident, enthusiastic, organised, has a can-do attitude and is capable of managing competing priorities.

Key accountabilities

Major Projects identified for 2024

- Support Salesforce implementation in the Autism Friendly Team
- Provide support to Relationship & Business Improvement Manager on Autism Friendly business improvement projects
- Research and recommend software which can provide efficiencies for proposals, client reports and documentation
- Cross team support for grant applications and cases for support

Supporting Head of Strategic Partnerships

- Attend client meetings, assist with meeting notes and developing materials to be used for business development
- Manage client queries
- Research and support the development of new products to diversify income streams for Aspect

Administration & EA Support for National Director

- Administrative support for Business Development: organising meetings, supporting pitches/proposals

- Support with team HR and team training days
- Support with reporting and development of presentations
- Proof reading and formatting documents
- Organise small events

Success Measures

- Managing the workload effectively and completing tasks and projects on time
- Clear communication with Project lead and Director around task completion
- Prepare and maintain project related documentation accurately and in a timely manner
- Build effective working relationships with the Autism Friendly team and other internal and external stakeholders
- Effective Calendar management: scheduling meetings and appointments for the National Director and team managers

Team culture and development

- Contribute to and promote a team culture of continuous improvement, high performance and inclusive environment.
- To be open and comfortable working with neurodiverse team members.

Portfolio functional development

- Contribute to continuous operational improvement through knowledge of Aspect's business, the external context, and contemporary practice in own area of expertise.
- Contribute to the development of the portfolio team collective knowledge and team spirit through participation in and leadership of learning and team building activities,

Safeguarding the people we support

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

- follow safeguarding guidelines as outlined in Aspect's Safeguarding the People We Support policy and Code of Conduct.
- complete mandatory Code of Conduct training and implement into day to day operations and practice.
- be vigilant and maintain a heightened sensitivity to recognizing signs of abuse, neglect or exploitation and escalate/report those signs/concerns.
- escalate/report other staff practices which deviate from policy/procedure.

Work health and safety

All staff are required to:

- take reasonable care for their own health and safety.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements.
- report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect.
- participate in the staff consultation process about work health & safety matters.
- understand and adhere to Aspect's Code of Conduct.

Reporting and Key stakeholders

Direct manager:	Relationship & Business Improvement Manager
Direct reports:	Nil

Requirements

- 3+ years experience in a Project Co-ordinator, Executive Assistant or similar role (essential)
- Absolute commitment to accuracy, ability to work methodically and a high attention to detail
- Effective skills in organisation and time management. Keen for continuous learning and development
- Direct marketing experience would be desirable (but not essential)
- Empathy for people with a disability and their families/carers and for the autism cause
- A genuine passion for social change or the disability sector. Open and comfortable about working in a neurodiverse portfolio
- Intermediate to advanced MS Office skills (Excel, Word, Outlook, PowerPoint), comfortable with basic analytics, experience with project management software would be desirable
- Ability to form effective working relationships with staff outside of the immediate team
- Ability to multi-task, prioritise competing priorities and work to deadlines
- Experience with Calendar management
- Naturally confident with excellent key stakeholder management skills
- Self-starter who can work equally well in a team or independently
- Discretion and confidentiality are essential
- Relevant tertiary qualifications in areas of Business Management or Administration, Project Management or other relevant courses
- Working with Children Check and National Police Clearance (NSW) on job offer will be mandatory

Attributes and Capabilities

The following attributes and capabilities are needed to perform the role effectively. There may be some overlap between the two groupings.

Portfolio core values

Client and Supporter Focused	<ul style="list-style-type: none"> We strive to inspire our supporters and fee-paying clients by understanding their expectations and motivations. Operates with an open, growth mindset.
Collaboration	<ul style="list-style-type: none"> Working towards shared vision and goals
Integrity	<ul style="list-style-type: none"> Being honest and authentic with our supporters, clients and our team
Excellence	<ul style="list-style-type: none"> Operating a 'best practice' approach with a focus on continuous improvement
Creativity	<ul style="list-style-type: none"> Focusing on innovation to continuously improve all our communication to our autism friendly clients and supporters
Data literate:	<ul style="list-style-type: none"> Uses information, insights and knowledge in a structured way to support the identify of problems and make robust recommendations and frame alternative explanations.
Inclusive	<ul style="list-style-type: none"> Treats all individuals in a respectful and inclusive manner. Removes barriers and fosters inclusion throughout all aspects of work.

Functional capacity requirements	Note: Frequency refers to an approximate percentage of time in a typical shift or period on duty: Rarely: Up to 7% Occasionally: 8% to 33% Often: 34% to 66% Continuously: More than 66%	
	Requirement	
	Resilience to time pressure/workload	Often
	Sitting	Often
	Standing, Walking	Often
	Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
	Fine motor skills – keyboarding, writing	Often