

Executive Support Officer

- Full-time position (35 hours per week)
- Pay rate commensurate with skills between \$80,000 to \$85,000
- Location in the Surry Hills, close to Central Station
- Some interstate travel may be required as well as travel to SRS regional locations in NSW
- The successful candidate will commence as soon as possible

An exciting career opportunity with a leading aged rights Community Legal Centre (CLC).

[Seniors Rights Service](#) is looking for an experienced Executive Support Officer to be based in our office in Surry Hills. This is a newly established position due to organisational growth. It will involve providing a range of high level executive, secretariat, and project support services to the CEO including providing advice, managing communications and implementing strategies to support the achievement of the organisation's strategic and operational objectives. The position also supports the CEO of [Older Persons Advocacy Network](#) (OPAN), of which Seniors Rights Service is a member. OPAN has a small secretariat office in our premises.

About Us

- We are a dynamic Community Legal Centre that specialises in the rights of older people. We have a proud history in representing and supporting some of the most disadvantaged and vulnerable people in the country.
- At Seniors Rights Service, we pride ourselves on fostering communities where older members of society are aware of, actively exercising and defending their individual rights, in a society that respects and values older people and promotes and upholds their rights.
- We have provided rights-based education sessions to over 26,000 people in the past year.
- We have provided over 3,700 advocacy services to recipients of aged care in the past year.

Selection Criteria:

- Experience in a similar role for 2-3+ years
- Degree, Diploma or comparable experience
- Excellent planning and analysis ability
- High level of enthusiasm, exceptional attention to detail and excellent interpersonal skills
- Rigorous in their organisational and administrative skills
- Proficient with Microsoft programs including Outlook, Excel, Word and PowerPoint
- Exceptional communication skills, both oral and written
- Solution focused and willing to go the extra mile to achieve success
- Excellent work ethic, ensuring deadlines and targets are met
- At ease working under pressure and in a fast paced environment
- Able to use their initiative and make decisions autonomously
- NSW driving licence

SRS is an equal opportunity employer. We are committed to building a workplace culture that values diversity and inclusion therefore we encourage applications from people of all with disability, Aboriginal and Torres Strait Islanders, LGBTI and others.

For more information please download the full job ad and Position description at these 2 links:
here before applying: <http://seniorsrightsservice.org.au/wp-content/uploads/2018/06/Job-Ad-Executive-Officer-Seniors-Rights-Service.pdf>

<http://seniorsrightsservice.org.au/wp-content/uploads/2018/06/POSITION-DESCRIPTION-Executive-Officer.pdf>

If you are interested in this job, please email your resume and cover letter addressing the selection criteria to Mr. Westacott rwestacott@seniorsrightsservice.org.au or call 1800 424 079 for further information.

Applications close at 9am Thursday July 12 2018