



JOB DESCRIPTION FORM

POSITION DETAILS

POSITION TITLE	Executive Assistant
LOCATION	Carlisle
SERVICE/PROGRAM	Business Services
EMPLOYMENT STATUS	Part-time
AWARD/COLLECTIVE AGREEMENT	Social Community, Home Care and Disability Services Industry Award
CLASSIFICATION	SCHADS Award Level 5, Pay point 1-3

REPORTING RELATIONSHIPS

Position reports to: Chief Executive Officer

Positions reporting to this Position: N/A

PURPOSE

The Executive Assistant provides high-level executive, administrative and governance support to the Chief Executive Officer and the Board. The role is critical to the effective functioning of the executive office and organisational governance, requiring a high degree of autonomy, professionalism, discretion and judgement.

The position supports executive decision-making through complex diary and inbox management, coordination of executive priorities, preparation of executive correspondence and reports, and comprehensive board secretariat services.

ABOUT THE SERVICE

Starick is an innovative, client focused organisation working across the continuum of prevention, early intervention, crisis response and recovery to address the impacts of Family and Domestic Violence (FDV) and to create safer communities. Our services are based in the eastern metropolitan corridor of Perth and include:

- Crisis accommodation and support at Mary Smith and Starick House refuges.
- Lead agency for the eastern metropolitan corridor Refuge Service System Model (RSSM), providing a 24-hour emergency response for women and children escaping FDV and ensuring a coordinated response to women and children, particularly those at very high risk.
- Outreach Services including:
 - Domestic Violence Advocates based in police stations
 - Safe at Home
 - Counselling

- Supported transitional housing
- Mobile Outreach
- Staff in GP clinics
- Specialist children's programs
- Prevention and community education through delivery of Respectful Relationships programs in schools and sport and recreation associations, and presentations to community and business groups about FDV and appropriate community responses.

Starick's operating frameworks are:

- Family and domestic violence informed
- Safe and Together
- Child-centred
- Trauma informed
- Response based
- Strengths based
- Culturally sensitive
- Client-focused

Starick is committed to ensuring a child-safe environment and work practices.

OUR VALUES

Passion

We are driven by a deep commitment to ending family and domestic violence and supporting those impacted by it. Our passion fuels advocacy, inspires resilience, and motivates us to go above and beyond to create safer futures for individuals and families.

Respect

We treat every person with dignity, compassion and empathy. We listen without judgement, honour individual experiences, and uphold the rights, choices and voices of those we support.

Diversity

We embrace and celebrate diversity in all its forms, including culture, identity, ability and lived experience. We are committed to inclusive, culturally safe and equitable services that recognise and respond to the unique needs of every individual and community.

Commitment

We are unwavering in our dedication to supporting victim-survivors and strengthening communities. We stand alongside those we serve, providing consistent, reliable and trauma-informed support through every stage of their journey.

Professionalism

We deliver services with expertise, care and accountability. We uphold high standards of practice, maintain confidentiality, and continuously build our capability to ensure safe, effective and evidence-informed support.

Integrity

We act with honesty, transparency and ethical responsibility in all that we do. We build trust through consistent actions, take accountability for our decisions, and always act in the best interests of those we support.

POSITION RESPONSIBILITIES

Executive Support to the CEO

- Provide high level executive assistance to the CEO, including proactive diary management, prioritisation of appointments and coordination of competing demands.
- Manage the CEO's inbox, including monitoring correspondence, drafting responses, escalating matters as required and exercising sound judgement and discretion.
- Prepare correspondence, briefing notes, reports and presentations on behalf of the CEO.
- Assist the CEO to respond to Board queries as requested.
- Coordinate internal and external meetings for the CEO, including agendas, papers, minute-taking, follow-up actions and logistical arrangements.
- Act as a key point of contact between the CEO and internal and external stakeholders, maintaining professionalism and confidentiality at all times.

Board and Governance Secretariat Support

- Provide full secretariat support to the Board, Board Committees and governance groups.
- Prepare, collate and distribute Board and Committee agendas, papers and correspondence in accordance with governance requirements and timeframes.
- Attend Board meetings and prepare accurate, high-quality minutes and action registers.
- Maintain Board registers including membership, attendance, conflicts of interest, resolutions, training and compliance records.
- Manage the Board calendar and meeting schedule, including Annual General Meetings, special meetings and circular resolutions in line with the organisation's Constitution.
- Support onboarding and orientation of new Board members in conjunction with the CEO.
- Coordinate the execution of Board documentation, including signatures on contracts, resolutions and statutory documents.

Corporate and Office Administration Support

- Provide senior administrative support to the administration office, contributing to efficient and effective organisational systems and processes.
- Maintain corporate records, filing systems, policies and procedures manuals.
- Support reporting and compliance requirements as directed by the CEO.
- Provide backup support to the Business Services Officer, including office supplies procurement, coordination of equipment and responding to general enquiries.

SELECTION CRITERIA

ESSENTIAL

- Demonstrated experience providing high-level executive or senior administrative support.
- Substantial experience in diary management, inbox management and executive coordination.

- Proven experience in Board or Committee secretariat support, including minute-taking.
- Highly developed written and verbal communication skills, including preparation of formal correspondence and governance documentation.
- Strong organisational and time-management skills with the ability to manage competing priorities autonomously.
- High level of proficiency in Microsoft Office and digital document management systems.

DESIRABLE

- Experience working within the community services, not-for-profit or human services sector.
- Familiarity with governance frameworks and board compliance requirements.
- (AICD) company secretary accreditation

DOCUMENTS REQUIRED

- Current Class C driver's licence.
- National Police Certificate.
- Evidence of 'Right to Work' in Australia.

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities, competencies and other requirements of the position.