

PROGRAM SUPPORT OFFICER

- Rewarding senior administration position offering variety
- Full time with an Essential Service until June 2022 with possible extension
- NFP Salary Sacrificing available

Are you a details focused and results driven, with the natural ability to keep people and projects running smoothly? 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 including preparing or supporting the preparation of reports, supporting front line staff in working with clients, and supporting a range of non-front-line activities required to ensure the smooth delivery of the Odyssey House NSW Programs.

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 Program Support Officer's main base is at our Redfern site and will also include working at the Campbelltown site and travelling to other Odyssey House NSW sites as required.

ESSENTIAL SELECTION CRITERIA:

- Relevant VET or Tertiary qualification.
- Experience providing administrative or project support to programs or projects, teams and Managers.
- Demonstrated experience in a similar program support role in the community sector.
- Experience working within a team environment to deliver demonstrable outcomes for vulnerable people.
- Ability to show initiative, develop and nurture relationships.
- Document management experience with the confidence to support continuous improvement.
- 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 the principles of the Privacy Act and its practical implementation in service delivery.
- Knowledge of and commitment to implement the principles of WHS, EEO and continuous Quality Improvement.
- 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.

Applications close on the 20th of May 2021

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.

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

To apply:

- Include an updated copy of your Resume
- Address the Essential Criteria briefly in a Cover Letter to David Kelly (HR 236)
- Email your application to david.kelly@odysseyhouse.com.au

Odyssey House NSW
www.odysseyhouse.com.au



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