

# Position Description



## Executive Assistant

Wesley Strategy, People & Partnerships

February 2026

### Agreement

\_\_\_\_\_  
Signed–Manager

\_\_\_\_\_  
Signed–Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 1. Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to conceive, develop and deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed.

Our vision is: "...doing all the good we can because every life matters".

Out of Christian love and compassion we are driven by Soft Hearts: Open Hands: Sharp Minds (and) Hard Feet.

Our strategic plan is based on four key directions, namely:

- Deepening our Word & deed
- Claiming our prophetic voice
- Extending our impact
- Strengthening our organisation.

The range of community services we provide is amongst the most diverse of any Australian organisation. We are one of the largest community services organisations operating in NSW and the ACT, our work extending to other states and territories through our work in suicide prevention.

## 2. Overview and purpose of Wesley Strategy, People & Partnerships

The purpose of Wesley Strategy, People & Partnerships is to enable and support the successful execution of Wesley Mission's strategy. In keeping with this purpose, the team leads key strategic initiatives to realise its vision and mission consistently with its values, and to ensure it functions optimally for the benefit of its internal and external clients and for the good of its employees and volunteers.

It achieves its purpose by offering strategic leadership and service support across Wesley Mission.

Services include Wesley Marketing & Fundraising, Wesley People & Culture, Wesley Advocacy & Stakeholder Engagement, and Wesley Strategy & Outcomes.

Its work is inspired by the organisation's vision, guided by its mission, informed by its strategy and underpinned by its values.

## 3. Purpose of role

The purpose of the role is to provide high-level administrative support to the Executive Director, Wesley Strategy, People & Partnerships and the wider Wesley Strategy, People & Partnerships team as required.

## 4. Relationships

Reports to:	Executive Director, Wesley Strategy, People & Partnerships
Key relationships:	Executive General Manager, Wesley Marketing & Fundraising General Manager, Wesley People & Culture General Manager, Wesley Advocacy & Stakeholder Engagement Head of Wesley Strategy & Outcomes Quality, Risk & Compliance Specialist
Industrial instrument:	Non-Award Salary

## 5. Major role responsibilities

- Provide support to the Executive Director including diary management, booking meetings, arranging travel, meeting administration including preparing agendas and minute taking, budget management, liaising with internal and external stakeholders, and maintaining the portfolio's organisational chart
- Assist with the recruitment, onboarding and orientation of new staff in the portfolio
- Manage the Executive Director's expenses, process invoices and make purchases on behalf of the Executive Director
- Lead and assist with the planning of portfolio initiatives and events
- Manage the portfolio's SharePoint site and e-filing
- Provide support with ad-hoc tasks and special projects as directed, using sound judgment and initiative

## 6. Professional responsibilities

- Support and work in a way that is consistent with the organisation's mission of continuing the work of Jesus Christ in Word and deed.
- Ensure your own health and safety and the health and safety of others by behaving safely at all times in relation to work. Report hazards and incidents to your supervisor and in accordance with the organisation's Work Health & Safety Management Framework Manual, related safety policies and procedures and site/service procedures. This includes taking part in safety consultations and safety investigations within your service to help resolve them in a timely manner.
- Comply with mandatory requirements for the role including completing all mandatory training required by the organisation.
- Comply and cooperate in good faith with all legislative, regulatory, policy and procedure requirements pertaining to your work.
- Act in good faith in the organisation's best interests, exercise due care and skill in your work, follow reasonable directions, maintain honesty and integrity and the trust and confidence of the organisation, and a positive reputation of the organisation.

- Attend functions, meetings, seminars, training courses and events as required by your supervisor.
- Participate at least annually in the Contribution and Development Plan process for your role for recognition, compliance and development.
- Demonstrate sound judgment and discretion when handling confidential or sensitive information.
- Always display a high level of professionalism.

## 7. Performance Measures

Performance expectations will be set during probation. Thereafter performance measures will be agreed as part of your personal Contribution and Development Plan.

## 8. Selection criteria

To be successful in this position, you must possess the following:

### Demonstrated behaviours

- Conduct consistent with the organisation's Code of Conduct and:
  - Work in accordance with the organisation's Vision, Mission and Values.
  - Value people through kindness, respect, care and support.
  - Foster trust through honesty, integrity, reliability and fairness.
  - Demonstrate personal accountability including in your conduct, compliance, commitment, performance and quality of the service you provide.
  - Contribute to a positive and highly engaged work environment through a positive manner and being a good colleague, collaborator and team player.
  - The ability to work unsupervised.
  - Relate well to a range of people with sound listening and problem-solving skills.

### Essential skills/knowledge

- 5+ years' experience in a similar role.
- Working knowledge of Microsoft Office including SharePoint.
- Proven organisation skills, ability to multi-task, prioritise workloads and meet deadlines.
- Thorough attention to detail and professional communication skills.
- Outstanding interpersonal skills, flexibility, patience and the ability to challenge practices and behaviours when required.

### **Desirable skills/knowledge**

- Experience in a not for profit or community service organisation.

### **Training and qualifications**

- 5+ years' experience in a similar role and/or relevant qualification in business management.

### **Agreement**

In signing page one, I confirm I have read, understand and agree to work in accordance with this position description. I also understand that this position description is not exhaustive and agree to comply with all reasonable requirements of me in addition to those specified in the position description.