# Admin Support

## Position Title
Admin Support for The Rona Tranby Trust

## Position Purpose
The position of Admin Support supports the organisation’s Board in ensuring that all correspondence and administration is up to date, managed and filed appropriately to meet the requirements of The Rona Tranby Trust.  

www.ronatranby.org.au

The Rona Tranby Trust was established in 1991 from a bequest in the Will of Thomas Paul Rona. The bequest enabled the trustees to establish The Rona Tranby Award and Collection. The Trust supports the recording and preservation of Indigenous Australian oral history.

To date the Rona Tranby Trust has given Awards to support a range of projects across Australia. Each award plants a seed that continues to grow over the years and helps to preserve stories important to all Australians.

## Reporting To
Rona Tranby Trust Board.

## Position Responsibilities
- Assistance with funding proposal writing and submissions
- General administrative assistance
- Other duties as assigned by the Board

## Commitment
A minimum of 3 hours per week with a minimum commitment of 3 months requested. One day per week (Thursday or Friday) for three hours minimum (9 am -12 pm or 1- 4 pm).

## Training Provided
You will be provided with a thorough induction and orientation to their workplace and to Tranby, where the position will be based, including a detailed Workplace, Health & Safety briefing. Comprehensive, role specific training will be provided along with regular supervision and coaching.

## Position Requirements
- Understanding of culturally and linguistically diverse communities
- Ability to actively support the organisation’s purpose and values
- Be self-directed, willing to take initiative, and detail-oriented
- Excellent computer skills
- Good communication skills
- A strong ability to edit and a critical eye for detail
- Partnership and relationship building skills

## Benefits
- Deepen your understanding of the not for profit sector
- Work experience & skills strengthening
- Involvement on a fantastic and culturally significant project