

Position Description		
Title:	Executive Assistant	
Department:	Executive	
Purpose:	The Executive Assistant provides efficient and professional administrative and executive support to the CEO and the Executive Team with a high level of professionalism.	
Reports to:	Chief Executive Officer	
Direct Reports/ Supervises:	Nil	
Key Relationships:	Internal <ul style="list-style-type: none">Board members and staff at all levels. External <ul style="list-style-type: none">BWAA supporters, senior executives from other organisations, suppliers.	
Location:	Transform Aid / Baptist World Aid Headquarters, North Ryde NSW	
Key Responsibilities and Activities		
Key Focus Areas	Activities	Success looks like
Executive	<ul style="list-style-type: none">Providing proactive, efficient, and professional administrative and secretarial support to the Executive Team including general correspondence, memoranda, reports, correspondence of a confidential nature on behalf of the Executive Team.Taking minutes in Executive Team meetings and following up on action items.Preparing documents and PowerPoint presentations on behalf of Executive Team.Managing and coordinating Executive Team diary (bookings both internal and external meetings on behalf of the Executive team, ensuring there are no meeting clashes)Communicating on behalf of the Executive Team with executives and/or board members of external organisations, suppliers, and clients.Supporting TAI/BWAA's Strategic Annual Plans including co-ordination and updates.	The Executive team are well supported.
Board	<ul style="list-style-type: none">Contacting the Board on behalf of the Executive team when requested by CEO	Board logistics are seamless and well

	<ul style="list-style-type: none"> Assisting Executive Team in the preparation of Board reports Coordinating travel and accommodation for Board and Executive members for in-person Board meetings <ul style="list-style-type: none"> 20 & 21 November 2025 Early February 2026 Booking meeting location for Board meetings Coordinating the organisation of Board meals and refreshments and during Board meetings. 	<p>organized.</p> <p>Board events and meetings are productive and run to schedule.</p>
Travel and Administration Support	<ul style="list-style-type: none"> Process CEO expenses in Netsuite and Flexi purchase Managing and coordinating Executive Team domestic and international business travel, including flights, accommodation, and other travel needs (i.e., visas, conference registration). Providing other administrative support to the Executive Team as requested (i.e., printing, credit card acquittals, leave forms). 	<p>Administration is well maintained.</p> <p>Travel bookings are timely and well managed.</p>
Other	<ul style="list-style-type: none"> Schedule and if needed co-ordinate all-staff meetings and events Manage organisation-wide calendar. Coordinating catering for meetings and events as requested. Coordinating other events as requested. Coordinating special projects as requested by the Executive team. 	<p>Staff Meetings occur and Projects occur as needed</p>
Secondary Activities		
<ul style="list-style-type: none"> Attending training and meetings as required Other projects, support or duties as directed by the Executive 		
Essential Knowledge, Skills and Experience		
<ul style="list-style-type: none"> Aligned to the values, vision and mission of Baptist World Aid Excellent verbal and written communication skills, in particular the ability to produce concise, high quality Executive minutes, reports etc autonomously. Advanced Microsoft Office skills. Demonstrated ability to work autonomously, employ initiative, prioritise tasks, and exercise discretion and a high level of confidentiality Excellent organisational, planning and multi-tasking skills. Ability to work under pressure and meet deadlines. Excellent interpersonal and negotiation skills; with ability to provide exceptional customer service to both internal and external stakeholders. 		
Desirable Knowledge, Skills and Experience		
<ul style="list-style-type: none"> Tertiary qualifications in Business, Communications/PR or similar areas. Experience in working with Not-For Profit organisations. Three years experience working in an EA/PA role or in a senior administrative position in an organisation. 		
Organisational Wide Requirements		

Our Values It is expected that you model our organizational values of the workplace.	
Workplace Health and Safety and Equal Employment Opportunity It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions. You will cooperate in implementing WHS legislation and standards. You are also accountable and responsible for complying with all Transform Aid International / Baptist World Aid policies and procedures designed to eliminate discrimination in the workplace.	
Safeguarding Transform Aid International / Baptist World Aid is a child safe organisation and all employees are required to read and understand our policies in relation to child protection policy, safeguarding, and the prevention of sexual exploitation, abuse and harassment. Employees must and in addition, sign and abide by our Safeguarding Code of Conduct. All employees are required to provide authorisation for a National Police Check and will be required to gain a Working with Children Check and maintain these clearances.	
Compliance It is your responsibility to ensure compliance with TAI policies and procedures, legislation, as well as requirements of relevant regulatory bodies, including ACFID and DFAT.	
Employee Name	
Employee Signature	
Date	