

ADMIN SUPERSTAR

Position Description



POSITION OVERVIEW

We're looking for an all-round admin superstar!

We're a small but mighty team, so working in administration, you'll get the opportunity to wear many different hats across a wide range of tasks in a part-time role.

You'll juggle multiple balls, be super organised, and thrive off helping make magic happen.

You will help The Grants Hub product be amazing, allow other team members to thrive and help our members love what we deliver.


We have a fully remote team, so you can work from anywhere, pretty much whenever it suits you!



If you've got good wifi and/or hotspot access, you can work from anywhere!

WHAT YOU'LL DO

- Subscription & member support
- Content Management System administration for grant advertising campaigns
- Liaise with key stakeholders including grant providers, advertisers and partners
- Social media administration, including sharing posts, reels, videos, grant information, marketing materials, grant resources etc.
- Change management to ensure systems and processes run like clockwork
- Taking minutes and dispersing them amongst The Grants Hub team
- Making bookings and arranging travel logistics
- Invoicing and payments
- General assistance to the Founder and Managing Director.



We do some cool stuff, supporting Australia's grant-seeking community.

WHAT WE'RE LOOKING FOR

We're after a goer, someone that loves getting stuff done. We are looking for someone with:

- Self-motivation
- High attention to detail
- Excellent time and self-management skills
- Reputation of being a team player
- Excellent computer skills
- Excellent communication skills
- Ideally, familiarity with a range of apps such as Slack, MailChimp, Asana & Squarespace.

EXPERIENCE DESIRED

- Demonstrated high-level initiative and strong organisational skills, with attention to detail and the ability to identify improvements, determine priorities, multi-task and effectively and efficiently meet timeframes.
- Strong interpersonal and communication skills, including strong written skills and the ability to get along with our team.
- Proven experience in administration within a remote working environment.
- Knowledge of the automation and scalable requirements of SaaS will be highly regarded.

ABOUT THE GRANTS HUB

The Grants Hub brings together tech and grants expertise into one place. As a SaaS business, the entire business operates online and 100% remotely. We love efficient, scalable and easy-to-use systems and really value our culture. We thrive on doing things differently.

We prioritise the delivery of a slick and user-friendly product. We continually innovate to ensure our product is the easiest way to find grants in Australia. Our online Grants Directory is the centre of the business. It allows our members to quickly and seamlessly search, shortlist and track grants from government, philanthropic and corporate funding providers.

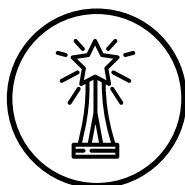
WORK CULTURE

The Grants Hub was purposely built for a healthy and flexible work environment. In practice, this means we do not have a central physical office but use a range of apps to communicate from wherever we are working in the world, at whatever time works for you. This might be from home, a cafe, co-working space, or wherever team members thrive.

We are a team that has lots of fun and maintains a standard of excellence in all we do.

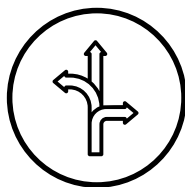
OUR VALUES

We have 8 things we care about at The Grants Hub - like a lot!



Excellence

We love seeing people doing what they are amazing at. Celebrating and uplifting each other's strengths, learning from mistakes and accuracy and attention to detail is prioritised.



Flexibility

Our team can work anywhere in the world, whenever they work best. We care about other commitments in life, and work around this where possible. We thrive of agile thinking.



Generosity

We love seeing people and communities thrive. This includes, but is not restricted to, offering funding, helping the disadvantaged and offering employees outstanding work conditions.



Fun

We get creative when it comes to fun in our online world. From planned session to random messages that take us to all kinds places, we believe life's too short not to have fun at work.



Honesty

We care about being real and genuine. Trust, openness and confidentiality between all of our team, members and stakeholders is crucial to us.



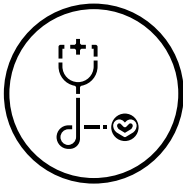
Innovation

Our team works hard to pave out new and improved ways of doing things. We celebrate our team sharing their ideas and challenging the norm so we can be better.



Reliability

We love getting things done. We keep jobs and projects moving with meetings kept to a minimum. We are a lean team, actioning things efficiently and accurately.



Health

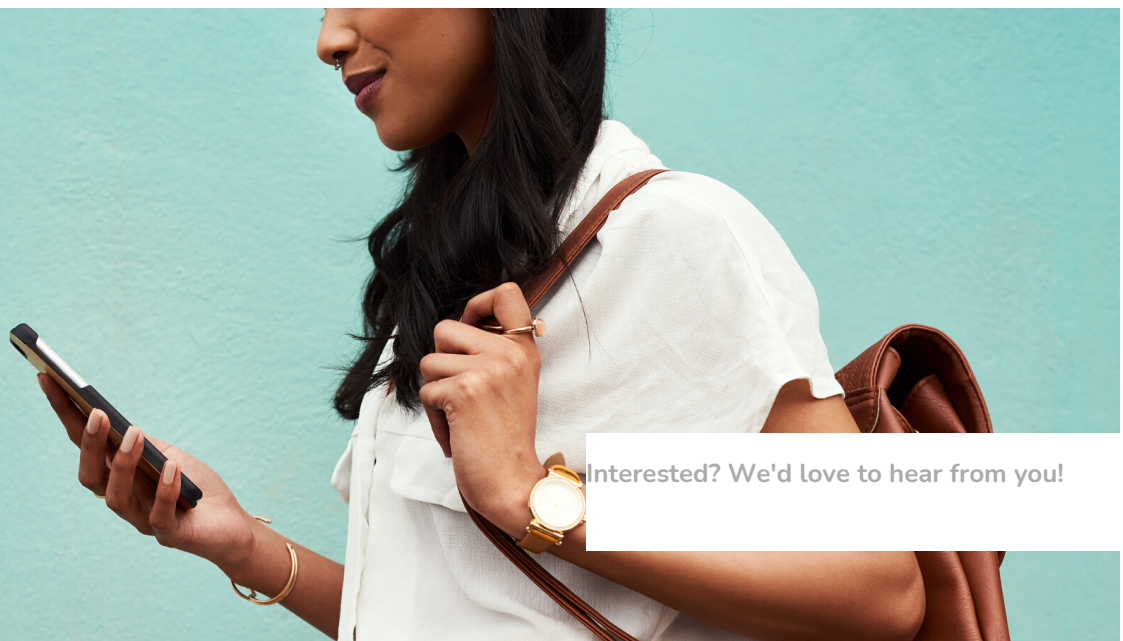
In a busy online environment, we prioritise and protect the health of our team. We care about setting up healthy work environments and investing into the wellbeing of each other.

TERMS & TIME FRACTION

The Admin Superstar will report to the Product & Operations lead. This is a fully remote role, with the following conditions & offerings:

- 0.4 FTE (with a view to increasing up to 0.6 FTE in the next 12 months)
- 3-month probation period with a view to moving permanent part-time.
- Remuneration: Clerks Private Sector Award, Level 5 - \$56 474 pro rata (\$22, 589 p/a)
- Flexi time: Work anytime from anywhere *
- Cafe Allowance: up to \$50 p/month to spend at your favourite cafe while working.
- Data allowance: \$50/month
- Computer allowance: \$50/month
- Health Allowance: Two-night getaway once p/year to kick back and rest up (total \$600)

* In 2023, The Grants Hub is trialing a 'work anytime from anywhere' policy, allowing employees to select the time they would like to work throughout the week. Certain times across the week are locked in for meetings & communication, which are kept to a minimum.



Interested? We'd love to hear from you!

HOW TO APPLY

Please submit your resume, along with a one-page letter addressed to the Managing Director, telling us why you would like to work for The Grants Hub and the necessary skills you have to fulfill this role.

Email: justin@thegrantshub.com.au

Applications close **Tuesday 7 March, 2023**.

* Applications will be reviewed as they are submitted which may result in the deadline closing at an earlier date.

