ADMINISTRATIVE ASSISTANT – HYPE TRAINING

• Join a leader in youth mental health, revolutionising services to our young people
• Be part of a supportive team with career development and growth opportunities in clinical care and research
• Part-time (0.2 FTE) position available until 30 June 2022
• Access to generous NFP salary packaging and flexible work/life balance arrangements

About Orygen

The why behind what we do is important. We believe that all young people deserve to grow into adulthood with optimal mental health. Everything we do is focused on this outcome. Orygen is leading and redefining what’s possible in global research, policy, education and clinical care. Find out more on our [website](#).

The Opportunity

The Helping Young People Early program (HYPE) Service Development program support services to provide early intervention to young people with severe personality disorder and run several psychotherapy training courses within Knowledge Translation. The Administrative Assistant will support the work of the Helping Young People Early program (HYPE) Service Development program. The Administrative Assistant will be responsible for supporting and assisting with general administrative tasks as delegated by members of the HYPE Service Development Team.

The role and your impact

The Administrative Assistant will support the HYPE Service Development program by:

• Assist with day-to-day administration including document formatting and editing, photocopying and note taking.
• Maintain Smartsheet of student enrolments for Cognitive Analytic Therapy (CAT) courses and manage workshop registrations via the online webstore.
• Organise travel and associated logistics for team members and ensure that expenses are reconciled as required.
• Liaise with the communications team in the preparation and dissemination of stakeholder communications including e-news and website commentary.
• Upload and monitor content for web display through a centralised e-commerce database, Kentico.
• Liaise with the finance team in preparation of invoices for training and service development contracts.
• Arrange materials and catering for events and/or meetings.
• Undertake database management, particularly in the recording, basic analysis and management of training evaluation data.

About you
Essential to this role is experience in program support or administration. You are passionate, enquiring, energetic and determined to make a difference to health outcomes for young people. In addition, you will bring:

- Excellent communication skills including written and verbal across a range of mediums.
- Excellent computer skills including experience in using Microsoft Office and e-commerce programs.
- Ability to work autonomously and as part of a team, and demonstrate high level of organisation and initiative.
- Skills in proof reading, editing and general document formation and formatting.
- High level of attention to detail.

To view the FULL selection criteria and learn more about this opportunity, please view the Position Description or contact Louise McCutcheon at louise.mccutcheon@orygen.org.au for a confidential discussion.

Salary and benefits

Depending on your skills and experience, a salary of $50,000 - $60,000 p.a. is offered plus superannuation and access to generous NFP salary packaging.

Orygen is committed to providing an inclusive work environment that supports employees to achieve their career goals without compromising their life goals. With this in mind Orygen offers a range of employment benefits including generous paid leave, flexible work arrangement, an employee assistance program, well regarded supervision and a supportive team, career growth and development opportunities, purposeful work that makes a real difference to lives of young people and their families and carers and career opportunities within an organisation that is the leader in youth mental health.

How to apply

Please refer to the position description and submit your cover letter addressing the key selection criteria and resume to careers@orygen.org.au, using the subject line Administrative Assistant – HYPE Training’ followed by your ‘full name’.

Closing date: 28 June 2021, 11:55pm.

You are encouraged to submit your application as soon as possible. Orygen may close the advertisement before the closing date.

Orygen is dedicated to gender equality, diversity and inclusivity. We strive to continue to build a culturally safe workplace where our values underpin the way we work and our commitment to First Nations people of Australia, young people and their families, LGBTIQA+ people and CALD people. We strongly encourage applications from the First Nations people.