



An Australian Government Initiative



Regional
Development
Australia

REGIONAL DEVELOPMENT AUSTRALIA HUNTER

Job Title: ADMINISTRATIVE SERVICES OFFICER

Location: RDA Hunter Office
TAFE NSW Campus, 266 Maitland Road, Tighes Hill

Employment Type: Part-time - 28 hours per week

Reports To: CEO & Director of Regional Development

SUMMARY

RDA Hunter is seeking a highly organised and dependable part-time Administrative Services Officer to coordinate the administrative operations of our small office. This role ensures the smooth running of day-to-day activities, with core responsibilities including the preparation of board papers, management of internal and external correspondence, and oversight of general office administration.

The role may also extend to supporting digital communications, including website updates, newsletter distribution, and social media coordination.

This role is 28 hours per week.

For more information about the RDA network visit:

RDA Network - <https://www.rda.gov.au/>

RDA Charter - <https://www.rda.gov.au/sites/default/files/documents/rda-charter.pdf>

KEY RESPONSIBILITIES

Board Support:

- Help prepare and format board papers, reports, and briefing materials
- Schedule and coordinate board and executive meetings
- Draft and manage correspondence and formal letters
- Support the CEO where needed

Government Reporting & Compliance:

- Help prepare regular reports to governments and funding bodies
- Help ensure compliance with government requirements
- Maintain accurate records to support audits and reporting

Communication & Coordination:

- Monitor incoming communication
- Liaison with external stakeholders
- Maintain organised records and ensure confidentiality of sensitive documents
- Maintain RDA Hunter database

Office & Administrative Operations:

- Administration of RDA Hunter's role in the skilled migration visa application process
- Oversee administrative procedures and systems to support efficient office operations
- Manage office supplies, equipment, and service providers where necessary

ADDITIONAL RESPONSIBILITIES (POTENTIAL)

Website & Newsletter Support:

- Update and maintain content on the company website/s (WordPress)
- Collaborate with external developers or IT support for troubleshooting
- Manage Newsletter content, setup and distribution

Social Media Coordination:

- Assist in managing social media accounts including scheduling posts and monitoring engagement

REQUIREMENTS

Essential:

- Office Management qualification, or a related field (or equivalent experience)
- Proven experience (3+ years) in administrative or office management roles
- Experience preparing Board papers
- Excellent organisational, written, and verbal communication skills
- Strong attention to detail and ability to manage multiple priorities
- Proficiency in Microsoft Office Suite
- Ability to handle sensitive information with professionalism and confidentiality

Desirable:

- Experience using Wordpress
- Experience using Mailchimp
- Social media management

HOW TO APPLY

To apply, please submit your CV plus a cover letter that addresses the essential criteria and highlights your suitability for the role by Friday 18th July 2025.

Correspondence should be forwarded to:

Kate O'Mara

RDA Hunter's CEO & Director of Regional Development

kate.omara@rdahunter.org.au