

## PROJECT ADMINISTRATOR ROLE DESCRIPTION

### EXPECTATIONS

#### Project Administrator (PA) Expectations

In this paid capacity, The Water Well Project expects the PA to:

- Work to the role description outlined below
- Keep accurate and up-to-date records including
  - Spreadsheets on Dropbox re: booked and conducted sessions
- Report regularly to the Chair and/or Deputy Chair
- Attend the majority of Steering Committee meetings and provide updates on the progress of all groups since each last meeting
- Attend a compulsory induction session and sign a volunteer declaration
- Gain a basic understanding of The Water Well Project (see attached Executive Briefing document)

*Please note the role is subject to a probationary period of 3 months from start date.*

#### The Water Well Project Expectations

The PA expects The Water Well Project to:

- Reimburse them at an agreed rate of \$20 per hour for 4 hours per week
  - Payment will be made in monthly increments
- Liaise closely with the PA and ensure flagged issues are followed up

### ROLE DESCRIPTION

The Water Well Project PA will act professionally as a member of the Steering Committee and representative of the project.

#### Upon Starting

- Introduce self to volunteers, community leaders and/or refugee organisation representatives as the new PA
- Ensure adequate handover from current PA to understand:
  - Processes involved in the PA role
  - Status of all current groups and volunteers
  - Main contact person for each refugee organisation

#### Booking Sessions

- Coordinate session dates/times with organisation and/or community leader

- Assist Chair/ Deputy Chair in recruitment of appropriate volunteers
- Ensure venue and interpreter booked (if required)
- Ensure volunteers are prepared with resources including:
  - Appropriate topic templates
  - Community Feedback forms to print and take to session
  - Resources and props (liaise with Chair to borrow resource boxes if required)
- Enter booked sessions into Dropbox spreadsheet

#### **Follow Up After Sessions**

- Conduct follow-up phone calls to refugee organisation representative or community leader for session feedback within 1 week of the session
  - Provide this feedback to the volunteers
- Email tokens required for volunteers to access online reflective feedback
  - Ensure volunteers complete these within 1 week of the session
- Ensure volunteers have returned community feedback forms to The Water Well Project official mailing address in a timely manner
- Update the database with evaluation results to ensure compliance with reporting for grant purposes

#### **Introduction of New Refugee Organisations/Communities**

- Work with the Chair/Deputy Chair to liaise with refugee organisation representatives and/or community leaders to establish relationships

Document last updated 4<sup>th</sup> October 2013