

SELECTION CRITERIA



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We work on Ngunnawal land

ESSENTIAL

- An awareness of the complexities and impacts of domestic violence.
- Knowledge of and commitment to feminist principles
- An awareness of environmental and personal risk management in regard to providing safe accommodation for women and children escaping domestic violence
- Proven ability to implement and maintain administration systems and procedures, including financial systems.
- Ability to work in a dynamic team setting, and be accountable to the Manager, the Board, and the funding body.
- Strong and positive interpersonal skills and a demonstrated ability to communicate effectively in the workplace.
- Computer literacy including Microsoft Word and Excel.
- Proven ability to take initiative to develop and enhance organizational efficiency.
- Demonstrated ability to prioritise workload and work with competing priorities.
- Capacity to work with minimal supervision;
- An understanding of and ability to apply EEO & OH&S guidelines in the workplace.
- Current Driver's License.
- Current working with vulnerable people background check or eligibility to receive one

DESIRABLE

- Demonstrated qualifications in administration.
- Computer literacy to high degree including with g-suite (not for profit).
- Skills in proof reading and editing
- Current First Aid Certificate.