

Islamic Relief Australia Job Description

POSITION: Administration and CEO Assistant

LOCATION: Sydney, NSW

REPORTING TO: Finance & Operations Manager

EMPLOYMENT STATUS: Full Time

ABOUT ISLAMIC RELIEF:

Islamic Relief is an international relief and development agency striving to alleviate poverty and suffering around the world regardless of race, political affiliation, gender or belief.

Established in 1984 in response to the widespread famine in Africa, Islamic Relief has grown to be a well-known and respected aid agency providing disaster relief and supporting the sustainable development of vulnerable communities in over 40 countries. Islamic Relief is a member of the UK Disasters Emergency Committee (DEC) and is an implementing partner for DFID, ECHO, the World Food Programme and UNHCR.

Islamic Relief Australia (IRAUS) is member of the global Islamic Relief group of collaborating relief organisations that share a common vision, mission, and family identity, and all of which use the term “Islamic Relief” as part of their organisational name. Islamic Relief Australia has an annual turnover of approximately \$15 million and employs 19 staff and over 150 volunteers throughout Australia to support local and international emergency, welfare and development projects, as well as fundraising and advocacy work.

Islamic Relief Australia has a diverse portfolio of humanitarian, welfare and development projects being directly implemented by Islamic Relief staff and volunteers or through partnerships with local not-for-profit and community-based organisations. Islamic Relief Australia is an active member of the Australian Council for International Development (ACFID) and adheres to the ACFID Code of Conduct which defines minimum standards of governance, management and accountability of development for non-government organisations (NGOs).

PURPOSE OF THE POSITION:

This role provides vital administrative and executive support across the organisation. The post holder will deliver efficient administrative services including logistics, bookings, procurement, and compliance support, while also providing direct assistance to the CEO to ensure smooth scheduling, coordination, and follow-up on executive priorities. The role also supports the Finance & Operations Manager in maintaining effective systems, compliance processes, and day-to-day operations.

KEY ACCOUNTABILITIES:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of colleagues and staff.

Administration & Logistics:

- Manage travel bookings, venue arrangements, and logistics for meetings, events, and staff travel.
- Provide day-to-day office administration, including supplies, correspondence, and filing systems.
- Coordinate procurement processes in line with policies, ensuring best value and compliance.
- Support organisational compliance requirements (e.g., WHS, contracts, ACNC/ACFID obligations).

CEO Assistance:

- Provide executive support to the CEO, including diary management, scheduling, and correspondence.
- Prepare agendas, minutes, and follow-up actions for Executive and Board meetings.
- Coordinate with internal and external stakeholders on behalf of the CEO.
- Handle confidential information with discretion and professionalism.

Compliance & Governance Support:

- Assist in maintaining accurate records for audits, policies, and regulatory requirements.
- Support Board governance processes, including preparing papers, maintaining registers, and tracking compliance.
- Assist in coordinating training and governance development initiatives.

Organisational Support:

- Provide administrative support to Finance & Operations and other teams as required.
- Assist with the implementation and monitoring of organisational systems and processes.
- Ensure policies and procedures are followed through procurement, travel, and compliance activities.
- Contribute to organisational culture by supporting collaboration, professionalism, and continuous improvement.

PERSON SPECIFICATION:

It is essential that the post holder shows a good understanding and sympathy with the Islamic values and principles as well as commitment to Islamic Relief's vision and mission.

Essential Criteria:

- Strong administrative experience, ideally in a not-for-profit or professional services environment.
- Excellent organisational and time-management skills, with attention to detail.
- Strong written and verbal communication skills.
- Demonstrated ability to handle confidential information with integrity.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and office systems.
- Ability to manage multiple tasks, prioritise under pressure, and meet deadlines.
- Commitment to Islamic Relief's vision, mission, and values.

Desirable:

- Experience supporting senior executives or boards.
- Knowledge of procurement and compliance processes in the not-for-profit sector.
- Familiarity with ACFID Code of Conduct, ACNC requirements, and best governance practice.
- Previous experience in logistics, travel coordination, or event management.

VALUES & CULTURE:

The post holder will be expected to uphold Islamic Relief's core values of Sincerity (Ikhlas), Excellence (Ihsan), Compassion (Rahma), Social Justice (Adl), and Custodianship (Amana) at all times.