ARE YOU OUR NEXT COORDINATOR?

The Board of the Katharine Susannah Prichard (KSP) Foundation is seeking a capable self-starter to coordinate the **KSP Writers' Centre** from late December/early January 2026. This highly autonomous role involves working with a small team of colleagues and board members to manage daily operations and help guide the Centre's strategic direction.

The successful candidate will deliver a vibrant annual program of literary activities — including events, workshops, competitions, and residencies — while managing a variety of administrative duties, marketing, facility maintenance, grant submissions, human resources, and governance tasks. Staff support is provided through the Executive Assistant and Chief Financial Officer roles.

This position offers a unique opportunity to shape both the role and the future of this long-running, reputable not-for-profit organisation located in the beautiful Perth Hills.

We're ideally looking for someone who is passionate about supporting the KSP community, has strong people skills, and has experience working in a non-profit or autonomous role.

Given the broad scope of responsibilities, **training and support will be provided for the right candidate**. If you meet most (but not all) of the criteria, we still encourage you to apply. We particularly welcome applications from people with disability, First Nations peoples, and people from culturally diverse backgrounds.

Please note: We reserve the right to close applications early if the right candidate is found.

HOW TO APPLY

Please submit **one document only**, labelled with your full name, containing:

- *A cover letter (optional, max 1 page), and
- A resume with at least one professional reference (max 3 pages).

Email your application to office@kspwriterscentre.com by **midnight Sunday, 16 November 2025,** with the subject line: *Coordinator Application*.

Late applications will not be accepted.

*If you include a cover letter, please specify:

- Your available start date, and
- Your answer to the following question: Which one of the 'Essential Skills & Qualities' in the job description (listed on the following page) is your strongest asset, and why?'

Application queries: Email Sofija at office@kspwriterscentre.com

The Katharine Susannah Prichard Foundation Inc

11 Old York Road, Greenmount WA 6056
Telephone: (08) 9294 1872 E-mail: office@kspwriterscentre.com
Website: www.kspwriterscentre.com

ROLE INFORMATION

Position: Coordinator, KSP Writers' Centre

Term: Three-month initial probationary contract from December 2025 or January 2026 (start date negotiable with the successful candidate). An immediate start is preferred to allow for handover training with the outgoing Coordinator.

Employment Type: Part-time

Rate of pay: $30 - $35 p/h depending on experience, plus leave and superannuation

Hours: 28 hours across four days per week, primarily during core business hours, with some evenings and weekends as required

Location: 11 Old York Road, Greenmount WA (some work-from-home flexibility available).

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Reminder: Management reserves the right to close applications early if the right candidate is found.

ESSENTIAL SKILLS & QUALITIES

- A proactive self-starter able to work autonomously, manage time effectively, and solve problems independently
- Excellent communication and relationship-building skills
- Significant experience in a management or leadership role, with the confidence to handle both strategic and day-to-day tasks
- Experience working in small business or non-profit organisations (experience liaising with a Board of Management is highly regarded)
- Intermediate to advanced knowledge of Microsoft Office Suite, including Outlook and Excel
- Genuine passion for supporting the KSP and/or WA writing community.

DESIRABLE SKILLS

- Qualification and/or experience in business or arts management
- Experience in one or more of the following: event planning/management; accommodation management; HR rostering or scheduling; office management.
- Interest in creative writing and/or the Australian writing and publishing sectors
- Experience using online tools such as Humanitix, Wix, and Submittable.

RESPONSIBILITIES

Literary Program Coordination

- Schedule and manage the annual program of literary activities
- Prepare for, advertise and deliver community events and projects
- Organise contracts as required
- Process bookings and liaise with participants/attendees as required.

Human Resources

- Recruit, train, liaise with, and support colleagues, Board, and volunteers as required
- Coordinate housekeeper schedule as required
- Organise employment documents.

Advertising and Marketing

- Prepare and distribute all promotional materials, including monthly newsletters, event posters, calendar updating, website updating, and EDM campaigns
- Regularly post on social media platforms.

Grant Management

- Coordinate grant applications and acquittals
- Manage funded programs to ensure spending and outcomes align with grant requirements.

Retreats Coordination

- Coordinate annual schedules of residencies and fellowships
- Provide information and guest support before, during and after their stay, as required.

Facilities Coordination

- Purchase equipment and furniture as required and update the asset register
- Organise regular, preventative and emergency maintenance as required, in line with the Maintenance Schedule, Conservation Plan, and heritage restrictions.

Office Coordination

- Provide excellent customer service to members, visitors, and program participants, ensuring a welcoming and professional front-facing presence for the Centre
- Manage the main office inbox: processing emails, responding to enquiries, and redirecting correspondence as appropriate
- Perform filing, data entry, contract management, and form/poster printing
- Update procedural manual annually and on exit of role

Governance, Strategic Planning and Stakeholder Relations

- Attend events, Board meetings, committee meetings, and stakeholder meetings as required
- Prepare and present quarterly operational reports to the Board, providing updates on programs, finances, staffing, changes, risks, and other key activities
- Organise and maintain appropriate insurance coverage for the organisation, facilities, staff, volunteers, and events, ensuring policies remain current and compliant
- Contribute to the development and implementation of strategic plans in collaboration with the Board of Management, and the development of Annual Reports and KPI reports
- Prepare meeting agendas and manage member communications or complaints
- Update the organisation’s Constitution and policy manuals as required.