



## Katharine Susannah Prichard Writers' Centre

### ARE YOU OUR NEXT COORDINATOR?

The Katharine Susannah Prichard (KSP) Foundation board of management is seeking a capable self-starter to coordinate the KSP Writers' Centre located in the Perth hills. This autonomous role involves working with board members to manage operations and lead the direction of the Centre.

The successful applicant will become the primary coordinator of the Centre, managing an annual program of events, services, grant projects, competitions and retreats, as well as all administrative aspects, human resources and accounts. The successful candidate will have the opportunity to shape the role and the future of this reputable, long-running not-for-profit organisation.

We're ideally looking for someone passionate about supporting the KSP community, with great people skills, who has some experience in a highly autonomous role.

Given the broad scope of the role, training and support will be available for the right candidate. If you only meet some of the criteria but are interested, we encourage you to apply. People with a disability, Aboriginal Australians, recent graduates, retirees and people from culturally diverse backgrounds are encouraged to apply.

Note: Applications may close early if the right candidate is found.

#### HOW TO APPLY

- In one document only, labelled with your full name, please include a cover letter and resume with at least one professional reference, and send to [office@kspwriterscentre.com](mailto:office@kspwriterscentre.com) by 12pm AWST Thursday 22 September 2022. Late applications will not be accepted. Management reserves the right to hire before the closing date if the right candidate is found.
- In your cover letter, please include your available start date, and address the following question: Which one of the 'Essential Skills & Qualities' in the job description do you consider to be your strongest asset, and why?

Application queries: Email Shannon [office@kspwriterscentre.com](mailto:office@kspwriterscentre.com) or phone Elizabeth 0407 478 582

#### JOB DESCRIPTION

**Position:** Coordinator

**Term:** Three-month initial probationary contract. Immediate start preferred.

**Employment Type:** Part-time

**Rate of pay:** \$27 - \$32 p/h depending on experience, plus leave and superannuation

**Hours:** 24-30 per week, primarily during core working hours, some evenings and weekends

**Location:** KSP Writers' Centre, 11 Old York Road, Greenmount WA (some WFH potential)

## ESSENTIAL SKILLS & QUALITIES

- A self-starter, able to work autonomously, self-motivate, time manage and problem solve
- Excellent communication and relationship-building skills
- Significant experience in a management or leadership role, with a willingness to handle both big and small problems. Small business and non-profit organisation experience will be highly regarded, as will experience at working with a Board of Management
- Intermediate/advanced knowledge of MS Suite including Outlook and Excel
- Passionate about supporting the KSP writing community.

## DESIRABLE SKILLS

- Business or arts management qualification and/or experience
- Experience in any of the following fields: Event coordination/management; Accommodation management; Rostering or scheduling; Office management; Bookkeeping/accounts/finance (in particular using Xero)
- Interest in creative writing and/or the Australian writing and publishing sectors
- Experience using a variety of online software including Eventbrite, Wix, Submittable.

## RESPONSIBILITIES

*(Note this includes all current responsibilities of the Centre. Staff or contractors may be hired to assist, if needed, or responsibilities may change in agreement with the Board.)*

### Literary program coordination

- Scheduling/managing an annual program of literary activities including workshops, writing groups, residency and fellowship programs, grant-funded programs, youth enrolments, anthology publications, author talks, competitions, award ceremonies, open days, book launches, and guided heritage tours. Preparing for and managing annual community events such as award ceremonies and open days. Processing bookings.

### Bookkeeping, accounts and finance

- Processing sales through cash, cheque, EFTPOS and direct transfer payments. Managing payroll processes for all KSP staff, including inputting timesheet information, reporting to ATO and organising leave and superannuation payments. Bookkeeping tasks in Xero, including reconciliation, manual journals, producing reports, leave adjustments. Organising payment of staff wages, residency salaries, reimbursements, bills, invoices, prizes, debit card top up, and PayPal revenue transfers. Ensure spending is within budget.

### Human resources

- Recruiting, training, liaising with and supporting colleagues, board members and volunteers as required. Processing memberships. Coordinating contracts and leave cover as required.

### Advertising and marketing

- Preparing and distributing promotional materials including monthly online newsletter and event posters. Regularly updating website. Social media postings.

#### Grant management

- Compiling regular grant applications, KPI and acquittal reports. Managing grant programs to ensure appropriate spending and that targets are being achieved.

#### Retreats coordination

- Coordinating annual schedule of residencies, fellowships, mentored retreats and Pay & Stay retreats. Managing bookings and queries, updating rates, applying discount codes, publishing guest reviews, addressing any issues reported by guests.

#### Facilities coordination

- Purchasing equipment and furniture as required, updating asset register, organising regular maintenance work with adherence to Maintenance Schedule, Conservation Plan and heritage-listing restrictions. Sourcing quotes and addressing urgent repairs as required.

#### Office coordination

- Providing customer service, ordering supplies as needed. Preparing promotional materials. Various ad hoc administration duties as required, including filing, data entry, writing and sending contracts, printing membership forms and writing group attendance slips, updating website to keep information current, organising bank signatory forms etc. Updating procedure manual as required.

#### Governance and stakeholders

- Attendance at events, board meetings and other meetings with Chairperson and stakeholders as required. Preparing meeting agendas. Managing member complaints. Writing and submitting reports to maintain charity status and to fulfill obligations as an incorporated association, and as a grant recipient. Updating Constitution and policy manuals as required.

#### Special project management

- Will vary from year to year as opportunities arise and in alignment with grant projects.

### **The Katharine Susannah Prichard Foundation Inc.**

11 Old York Road, Greenmount WA 6056

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