

<ul style="list-style-type: none"> • Support the administration and meeting coordination of the region's TNQ Indigenous Experiences Cluster group including: <ul style="list-style-type: none"> ○ Maintaining the members database ○ Email correspondence with members regarding meeting invites, agenda items and meeting notes; ○ Engagement with new and existing members on the role and function of the Cluster; ○ Assisting TTNQ and other partners in setting the agenda and discussion topics; ○ Preparing and sharing meeting notes and actions, including taking the meeting notes; 	<ul style="list-style-type: none"> • Meetings dates and venues are set well in advance. • Meeting notes and actions are finalised in a timely manner and proofed by the CEO before circulating to the Cluster. • Effective Cluster and industry engagement.
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General Duties

<ul style="list-style-type: none"> • Maintain a friendly and approachable attitude towards clients and staff and a professional appearance; • Respect all equipment and property and use with care to avoid unnecessary damage; • Represent the organisation at events and meetings as required; • Develop and maintain good working relationships with colleagues and clients; • Keep work areas tidy and clean; • All other duties as assigned; • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> ○ Equal opportunity and anti-discrimination legislation and requirements; ○ Workplace Health and Safety (WHS) legislation and requirements; and ○ Legal requirements
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Qualifications, Skills, Experience and Personal Attributes

<ul style="list-style-type: none"> • A Business or Business Administration qualification is highly regarded and/or at least three years of relevant work experience; • Experience using WordPress and an electronic newsletter program is an advantage; • Experience using an accounting program like Xero; • Experience using an Apple operating system is an advantage; • Possesses a thorough understanding, demonstration of, and strong respect for, Aboriginal and Torres Strait Islander Peoples and cultural safety. • Understanding of Government policy and the tourism sector; • Excellent interpersonal skills; • Well-presented and enthusiastic, positive attitude, strong work ethic and willingness to learn; • Ability to follow established procedures and practices; • Maintain physical fitness required to undertake the inherent duties of this role. • Exceptional teamwork skills and ability to also work autonomously; • Experience using WordPress and an electronic newsletter program is an advantage; and • Flexible approach to work with willingness and ability to demonstrate initiative and accept responsibility

Note: The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.