BSPA Administration Assistant Job Description

Employment type: Permanent part-time, 0.4 FTE (2 days per week)
Classification: SCHADS Level 2 Pay Point 1
Pay: $39.00 per hour plus superannuation (full-time equivalent: $77,064 per annum)
Work location: Remote

About Us

Behaviour Support Practitioners Australia (BSPA) is a national not-for-profit organisation that serves as the peak advocacy body for Behaviour Support practitioners in Australia.

BSPA represents professionals working in home and community settings to support people with disabilities across the lifespan, including early childhood and aged care.

About the Role

In this role, you'll support the day-to-day operations of BSPA within a structured, process-driven environment. It suits someone with an eye for detail and skills in organising and keeping procedures running smoothly.

Key areas of support include inbox management, maintaining accurate records, assisting with events and webinars, and supporting updates across our website and member systems. Work is undertaken under direction and within established processes.

Key Responsibilities

- Member Communication and Inbox monitoring
- Website and Member Portal maintenance
- Newsletter, events and webinar preparation support
- Assisting with meeting preparation and logistics
- Project-specific tasks as-assigned by management
- Data auditing and reporting

About You

You're someone who:

- Has experience in an administrative or support role

- Works well within structured processes and with clear instructions
- Has strong attention to detail and maintains accurate records
- Communicates clearly and professionally in writing
- Can manage routine tasks independently

Other Desired Skills and Experiences Include:

- Proficiency in Microsoft 365 (Outlook, Teams, SharePoint, etc.)
- Familiarity with Wordpress, Memberpress and/or Stripe software packages
- Strong organisational and prioritisation skills
- Experience in handling confidential information

Why Join Us?

- Make a genuine difference in practitioner's lives
- Structured work in a supportive environment
- Flexible, remote working arrangements
- Opportunity to contribute to a national peak body

Pre-employment Requirements

- Valid Australia working rights
- National Police Check
- Reference checks available upon request

Equal Opportunity Employer (EEO) Statement

Behaviour Support Practitioners Australia provides equal opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, colour, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected Federal or State law.