



Hans Heysen Foundation
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The Hans Heysen Foundation

The Hans Heysen Foundation was established in 2011.

The Foundation is a charitable trust which has been established with the principal purpose of:

- Collecting, preserving and maintaining a collection of paintings of Sir Hans Heysen;
- Maintaining and preserving the property known as “The Cedars” and its surrounds as a uniquely preserved historic house and as a gallery for enabling display of the collection to members of the public;
- Enabling the community and the public to be culturally enriched by viewing the art and the environment which inspired it and in which it was created;
- Maintain a permanent exhibition of paintings by Sir Hans Heysen for viewing by members of the public; and
- Raising money to further the aims of The Foundation.***

***excerpt taken from the Constitution of the Hans Heysen Foundation dated 13 December 2011.

Vision (draft of 11 March 2017)

The Hans Heysen Foundation exists to celebrate the great artistic legacy of Hans Heysen and to preserve, enhance and promote his Adelaide Hills home and property The Cedars as a welcoming place of international cultural significance for present and future generations.

Mission (draft of 11 March 2017)

Ensure that The Cedars property retains the tranquillity and landscape that provided a lifetime’s inspiration for Hans Heysen, and create an inviting and memorable visitor experience that respects and showcases the art, home and studios of Hans Heysen and his daughter Nora Heysen, through innovative exhibitions, displays and interpretation.

POSITION DESCRIPTION

Title of Position: Administration Officer of the Foundation
Reports to: Director – Hans Heysen Heritage Appeal
Hours: Part-time 0.6FTE

Position Objectives

The Administration Officer of the Foundation will provide administrative, and logistical support to the Director of the Hans Heysen Heritage Appeal and members of the Board of the Hans Heysen Foundation Limited in the key responsibility areas of:

- Building financial capacity for the Foundation
- Management of the Hans Heysen Heritage Appeal
- Implementation and delivery of initiatives detailed in the:
 - communication and marketing plan;
 - corporate and community events plan; and
 - curatorial plan.

Key Responsibilities

- General administrative support for all tasks and initiatives relevant to the key responsibility areas.
- Maintain donor documentation records via specialised software, (presently) *Gestalt*.
- Prepare and attend to donor correspondence.
- Produce and collate reports, particularly fundraising and visitation records.
- Attend to all donors invoicing and receipting.
- Prepare and collate agendas, action lists and minutes for all meetings held for the Appeal Committees, Foundation Board, Committee of the Board, staff and volunteers.
- Liaise with, and attend to queries from, members of the various Appeal Committees, Foundation Board, Committee of the Board, staff and volunteers.
- Research and prepare documentation, presentations and reports for grants and funding applications to corporates, individuals, and Trusts and Foundations.
- Schedule meetings and follow through with reminders and other prompts to maximise attendance.
- Attend to appropriate and necessary arrangements for the conduct of all meetings including documentation, AV, catering, set-up and clean-up.
- Attend to all event-based activity.
- Ensure a smooth process of communication with relevant internal and external stakeholders.
- Participate in the development and implementation of documentation and procedures for The Cedars and the Foundation.
- Assist with the implementation and establishment of protocols for the social media strategy.
- Publish social media posts.

Special Conditions

- Will be required to work out of hours in relation to meetings.
- Will be required to work outside of hours in relation to events.

Knowledge

- Sound knowledge of the practices and procedures of records management systems.
- High-level proficiency within the MS Office suite.
- Knowledge of Adobe products in particular Photoshop and InDesign.
- A thorough understanding of contemporary practices and procedures of a senior executive support service.

Skills

- Sound interpersonal skills, including the ability to effectively relate to and work with a wide-range of people.
- Ability to relate effectively to donors and supporters, management, staff and volunteers.
- Effective time and priority management skills and the ability to both independently and collaboratively as a team member.
- Ability to prepare confidential and detailed correspondence, including report writing consistent with professional standards.
- Possess flexibility, adaptability and versatility of approach to handle changing work requirements.
- Possess flexibility and tolerance for the conditions applicable to a newly-established organisation.

KEY RESULTS AREAS

Work Standards: Sets and meets goals and timeframes. Maintains high ethical standards of performance with special regard to punctuality. Achieves results.

Personal presentation: Maintains a high standard of personal and professional presentation at all times.

Initiative and Creativity: Demonstrates ability to use initiative to the betterment of the Foundation and the role.

Teamwork: Participates as full team member and willingly contributes to team spirit and the Foundation's wellbeing.

Oral and Written Communication: Exhibits above average skills and expresses ideas clearly in individual and group situations.

Skills Development: Applies and maintains relevant professional and technical skills required for the position and continually seeks to enhance knowledge and improve skills.

SALARY AND CONDITIONS

Salary: \$29,250

Base Hours: 22.5

Annual Leave: 4 weeks per annum

Sick Leave: 10 days per annum

Date of Commencement/End Date: One-Year Contract starting ASAP

Continued employment is subject to completion of a 3-month probationary period. During this time either party may terminate the employment by giving 4 weeks' notice. Following the probationary period, the position is subject to a performance review after six months.

OCCUPATIONAL HEALTH SAFETY AND WELFARE

As per Clause 21, Occupational Health, Safety and Welfare Act 1986 take reasonable care to:

- a. Protect own health and safety at work.
- b. Avoid adversely affecting the health or safety of any other person through any act or omission at work.
- c. Use any equipment provided for health and safety purposes.