



Group Relations Australia Inc
PO Box 2005
Brunswick East VIC, 3057

Administrator: Role Overview

Group Relations Australia is a not-for-profit professional association whose members seek to develop the field of group relations and systems psychodynamics. We apply its methods to working in organisations, groups and society, and their application in professional practice.

A voluntary directorate of 5 elected members take responsibility for the governance of the organisation with each member taking on a specific portfolio of activities and responsibilities.

The Administrator supports the Director Operations, Directorate Chair and the Directorate in general, reporting to the Chair and the Director Operations.

The role requires up to 24 hours a month with the hours in any one week varying during the year depending on the activities being delivered. The role requires some flexibility and weekend work.

Specifically tasks and responsibilities of the Business Administrator are to provide administrative support for GRA activities, including:

- **Membership support, applications and renewals / invoicing – July - Oct**
- **Member communication**
- **Website maintenance (Wordpress)**
- **Financial accounts and banking reconciliation (Quickbooks)**
- **Ecommerce and reconciliation (Stripe)**
- **Directorate support & meeting minutes**
- **Events administration & Support (Zoom or Face to face)**
- **Annual Report - August**
- **Annual General Meeting support – Oct/Nov**
- **Annual Socioanalysis Journal administrative support – December/Jan**
- **Bi-annual GRA Group Relations Conference administration support to Conference administrator**

If you are interested in the role please email adminstrator@grouprelations.org.au and for more information about GRA visit our website grouprelations.org.au