Rendere
ENVIRONMENTAL TRUST

Investing in Nature Now, for Generations to Come.

Rendere is a specialist philanthropic organisation supporting environmental and systems change across Australia. We work with people and partnerships - interconnecting and empowering networks to strengthen the natural life support systems on which we all depend. Collaborating with others to deepen and broaden our collective work is at the heart of everything we do. Together, we can shift what's possible.

Position Title:	EXECUTIVE ASSISTANT
Employment Type:	**Part-time (0.6 FTE) negotiable**, three (3) days per week Wednesdays are a required working day. Some flexibility is available by agreement.
Hours of Work:	**9.00 AM – 5.00 PM** within a flexible hybrid schedule, negotiated to support remote and in-person requirements.
Reports to:	Executive Officer Liaises with: Board Chair, Collective Members, Consultants, and Partner Organisations.
Conditions:	$75,000 - $85,000 pro rata (plus 15% superannuation), depending on skills and experience. The remuneration range reflects the seniority, trust and systems responsibility of the role within a small philanthropic organisation.
Award:	*This role is classified under the Clerks – Private Sector Award 2020.* *The position is remunerated above award and includes 15% superannuation.*
Location:	Hybrid (Melbourne-based) ● Initial onboarding period (first ~3 months): Up to two (2) days per week in-person, primarily based in North Melbourne or East Melbourne (Community of Giving). ● Post-onboarding: The role will transition to a largely remote / hybrid arrangement, with regular in-person attendance as required.
Organisation Information	
About Us:	Rendere is a philanthropic organisation currently operating as a Private Ancillary Fund, with a planned transition to a Public Giving Fund effective from 2026. Rendere supports environmental conservation and aligned charitable initiatives, working alongside partner organisations, NGOs, funding bodies, and sector stakeholders. Rendere is a small, purpose-driven organisation, operating with a high degree of integrity, discretion, and collaboration. The organisation values thoughtful systems, strong governance, and practical administration that enables effective philanthropy.
Our Culture:	Rendere is a values-driven philanthropic organisation with a strong commitment to caring for nature, people and future generations. Led by a values-focused Executive

	Officer and supported by an engaged Board, the organisation operates with a high degree of integrity, collaboration and thoughtful decision-making. We are socially and environmentally conscious, working in partnership with others to strengthen Australia's natural life-support systems and create meaningful, lasting change. Collaboration sits at the heart of how we work, and we value respectful relationships, shared purpose and long-term thinking. Rendere offers a supportive and inclusive working environment where people are encouraged to contribute thoughtfully, work closely with leadership, and grow alongside others who are motivated by impact and stewardship of the natural world.
The Role:	The Executive Assistant is a trusted, detail-oriented and proactive role, working to ensure the smooth, accurate and professional operation of Rendere's administrative, governance, and systems functions. The Executive Assistant works in close partnership with the Executive Officer, supporting her thoughtful, values-led approach to leadership, governance and organisational operations. This role provides high-quality executive and administrative support, with a particular emphasis in the first 6–12 months on data integrity, systems implementation, and process development. The position is central to ensuring that Rendere's records, information, and workflows are reliable, accessible, and fit for purpose as the organisation evolves. While the role interacts with multiple associated entities, partners, and funding stakeholders, it is intentionally anchored to Rendere's core operations, with clear role boundaries and priorities. The role suits someone who appreciates working in a purpose-driven environment and who brings a natural interest in how philanthropy, governance, and environmental impact intersect. An understanding of, or curiosity about, environmental conservation and charitable giving will support strong alignment with Rendere's mission, though this is not essential.
Key Objectives	- Provide professional, confidential and reliable executive and administrative support to the Executive Officer. - Establish, maintain and continuously improve Rendere's core administrative and data systems, with a strong focus on accuracy and usability. - Lead the implementation, ownership and ongoing management of Rendere's CRM (Airtable). - Ensure information, documentation and records are well-structured, secure, and accessible. - Support governance, reporting and coordination activities that underpin effective philanthropy. - Contribute to respectful, well-managed relationships with partners, funders, and stakeholders across the philanthropic, NGO, and government landscape.
Main Duties:	**Executive and Administrative Support** Provide high-level administrative and executive assistance to the Executive Officer, including administering her diary coordination, meeting scheduling, correspondence, and document preparation.

- Act as a professional first point of contact for enquiries, managing communication with discretion and sound judgement.
- Prepare, format and proofread correspondence, reports, agendas and papers to a high professional standard.
- Maintain orderly digital filing systems and records across shared platforms.
- Support coordination of meetings, follow-ups, and actions to ensure momentum and accountability.
- Engage with board members, partners, funders and external stakeholders in a manner that reflects Rendere's values, professionalism and commitment to effective collaboration.

CRM & Data Systems Ownership (Core Priority)

A critical priority of this role—particularly in the first 6–12 months—is the implementation and stewardship of Rendere's new CRM system (Airtable).

Key responsibilities include:
- Supporting the setup, configuration and implementation of Airtable as Rendere's core CRM.
- Migrating, reviewing and updating legacy data, ensuring accuracy, completeness and relevance.
- Establishing clear data structures, naming conventions, permissions and access controls.
- Maintaining data integrity and ensuring information can be used effectively for reporting, decision-making and compliance.
- Developing and documenting standard operating procedures (SOPs) related to CRM use and data management.
- Identifying opportunities to improve systems, workflows and data quality over time.
- Supporting onboarding and training of other users as required.

This role requires a strong attention to detail, ensuring that systems are not only functional, but well-organised, secure, and intuitive.

Governance & Records Support
- Assist with the preparation and coordination of governance documentation, including board papers, reports and meeting materials.
- Maintain accurate and up-to-date records in line with governance and compliance requirements.
- Support record-keeping related to funding, grants, partnerships and associated entities.
- Support the coordination of information and documentation across relationships with non-for-profit organisations, funding entities, and public or private sector stakeholders.
- Ensure documentation is stored correctly, with appropriate version control and access permissions.

Systems, Processes & Continuous Improvement
- Develop, document and maintain administrative and operational SOPs.

	- Review and improve systems and processes to support efficiency, clarity and risk management. - Ensure consistency across digital platforms, records and workflows. - Support the Executive Officer in maintaining strong organisational discipline around systems and documentation. **Website & Communications Support (Training available)** - Support basic content updates and maintenance of Rendere's website (training provided). - Assist with uploading, reviewing and maintaining content to ensure accuracy and currency. - Coordinate with external providers where required.
Future Development	While this role has clear and immediate priorities, Rendere recognises the value of evolving roles over time. There may be opportunities in the future to build and develop the position in line with organisational needs and individual strengths; however, this is not an immediate or guaranteed progression pathway. The initial focus remains on delivering the core responsibilities outlined above.
Qualifications and Licences:	**Required** - Unrestricted Australian work rights. - National Police Check. - Current Victorian driver's licence and access to a reliable vehicle. **Desirable** - Qualification in Business Administration, Communications, or related field.
Skills and Experience:	**Required** - Demonstrated experience in executive assistance, senior administration, or a similar trusted support role (this position is not suitable for entry-level applicants). - Excellent written and verbal communication, time management, and organisational skills. - Strong data orientation with high attention to detail. - Confidence working closely with a senior leader in a small organisation. - Experience implementing, managing or maintaining administrative systems or CRMs (or demonstrated capability to do so). - Proven ability to manage competing priorities with initiative, discretion, and professionalism. - Understanding of organisational operations, governance, and administrative processes. - Demonstrated proficiency with Microsoft 365, SharePoint, Xero (or equivalent), and collaborative tools such as Asana, Slack, or Canva, with proven digital capability and willingness to learn (and optimise) new systems. - Ability to manage competing priorities and maintain confidentiality. - Demonstrated ability to work effectively within values-led or purpose-driven environments, with sound judgement when engaging with a range of stakeholders. **Desirable** - Experience with Airtable or similar CRM/database platforms.

	• Exposure to non-for-profit, philanthropic, environmental, or community-based organisations. • Familiarity with board structures, funding environments, or interactions with NGOs and/or government entities. • A personal or professional interest in environmental conservation, sustainability, or social impact. • Experience developing SOPs or improving administrative systems.
Behaviours and Attributes	• Highly organised, methodical and detail-focused. • Proactive and solutions-oriented. • Calm, reliable and trustworthy. • Comfortable working autonomously while collaborating closely with the Executive Officer. • Adaptable and thoughtful in a small, evolving organisation. • Demonstrates good instinct and discretion when navigating relationships across boards, partners, and funding environments. • Appreciates the importance of trust, reputation and values alignment in small, purpose-led organisations.
Key Selection Criteria:	1. **Executive & Administrative Support Experience** Demonstrated experience providing professional, confidential administrative or executive support to a senior leader. 2. **Systems & Data Capability** Strong attention to detail with experience maintaining accurate records, managing administrative systems, and working confidently with data and digital tools (CRM experience desirable). 3. **Organisation & Initiative** Proven ability to manage priorities effectively, work proactively, and maintain reliable systems and workflows. 4. **Communication & Stakeholder Judgement** Clear and professional communicator with sound judgement when engaging with boards, partners, funders, and other stakeholders. 5. **Values Alignment & Contextual Awareness** Alignment with a purpose-driven organisation, with an interest in environmental conservation or philanthropic impact and an appreciation of governance and non-for-profit contexts.
Application details	This recruitment activity is proudly and exclusively coordinated by Full Circle HR & Business Services, and therefore, agency applications are not invited. Applicants are requested to provide a resume and cover letter, of no more than 2 pages, outlining their suitability for the position in line with the selection criteria. Applications (and further enquiries) can be submitted via the Seek Ad or by direct application to hello@fullcirclehr.com.au before 5.00 PM Tuesday 27th January 2026.