Admin

Ensure the safe, organised, and efficient documentation, use, and flow of information within the organisations and with external stakeholders in order to achieve ActSEA's mission and strategy.

Roles and responsibilities

Ensure that software and platforms are used efficiently.

- Identify, deploy, and administer software and platforms.
- Equip team members to make use of software, platforms, and data, in accordance with their roles.
- Ensure that tools are inclusive for all team members.

Develop, implement, review, and/or improve systems and procedures to:

- Identify, deploy, and manage the use of software and platforms. For example, for: cloud computing; project, task and process management; productivity, collaboration and communication, and; information management.
- Manage, process, and utilise data generated across the organisation.

Develop capacity of the team to achieve roles and responsibilities:

- Given available resources, work with the HR to recruit team members with the relevant skills or willingness to learn
- Work with the Finance to budget for personnel and tools
- Work with the Fundraising to raise funds for personnel and tools
- Work with Knowledge to equip team members with useful knowledge and skills

Work with the Legal to keep current on relevant laws and regulations, such as data protection.

Department	Management
Purpose	Ensure the efficient organisation and flow of information among ActSEA teams in order to achieve ActSEA's mission and strategy.
Status	COMPLETE

Apps

- ✕ ADMIN