



MELVILLE ROAR

Home of the Melville Athletic Club & the Melville Little Athletics Centre

3 May 2021

Executive Officer – Melville Athletics Centre

Melville Athletics Centre is seeking a motivated and dynamic Executive Officer to work across multiple administrative areas to support the efficient operations of the Centre and to communicate with all stakeholders.

The successful applicant will report to the Melville Athletics Centre Executive Committee. The part time position will be required to co-ordinate and manage weekly paperwork for Centre competition programs at Len Shearer Reserve, Booragoon. Centre Meetings are held monthly and attendance at Association meetings and Conferences as required is expected (approx. 1-2 times per year). Administration outside of meetings and competition can be managed within the home environment to meet needs as required.

The part time role will require a workload of approx. 15 hours per week for the months of August to April and 10 hours per week from May to July.

Remuneration will be discussed at the time of the applicant interview.

Position Description

The Executive Officer will provide administrative services to allow efficient running of the Melville Athletics Centre in the following areas:

- Co-ordination of all administration requirements on behalf of Melville Athletics Centre in a timely and efficient manner
- Communication with all stakeholders including members, clubs, State Association, City of Melville Council and Life Members
- Co-ordinate agendas, minutes and reports as required, and act as minute secretary for meetings
- Manage member registrations and enquiries
- Co-ordinate Centre registration information and liaise with club registrars
- Manage event software (Results HQ) including information updates for events, programs, records etc
- Co-ordinate weekly competition requirements including event start lists and event result entry. Required throughout the summer season (Oct – Mar)
- Manage maintenance of Centre website with current information

- Maintain and update Centre social media
- Member Services - responding to enquiries and requests for information from prospective members and current members with information about the activities of the Centre
- Maintain Centre Working with Children register
- Co-ordinate promotional activities for the Centre
- Co-ordinate the update and publishing of the Centre information handbook annually
- Maintain the database of volunteers' service
- Co-ordinate award submissions as required
- Act as Centre delegate at Association Conferences, meetings or functions as required
- Co-ordinate the preparation of the Centre Annual Report
- Conduct annual review of Centre policies, Constitution and By-Laws and update as required
- Actively seek, compile and submit grant applications as required to improve facilities and contribute to the sustainability of Melville Athletics Centre
- Liaise with Melville City Council for ground bookings and as required
- Manage Centre uniform stocktakes and ordering
- Additional duties as determined by the Centre Executive, through the President, to meet the needs and governance requirements of Melville Athletics Centre

Qualifications

Formal qualifications are not required however the applicant should possess excellent organisation, communication and interpersonal skills.

Experience and Skills

- Experience in administration and data entry
- Excellent communication and interpersonal skills, both written and verbal
- Experience in compiling and formatting reports, meeting minutes, agendas and similar
- Experience in reviewing and compiling efficient processes, policies and guidelines and other governance requirements
- Excellent organisational and administrative skills

- Strong interpersonal skills and excellent attention to detail
- Strong time management skills and ability to multi task
- Knowledge of child safety requirements and volunteer management.
- Ability to work autonomously, to prioritise tasks and meet deadlines
- Willingness and ability to be creative and innovative with a 'can-do' attitude
- Prepared to be adaptable, flexible with working hours and work arrangements to meet the unique needs of the sporting industry

Knowledge

- Working knowledge of privacy and confidentiality issues
- High level proficiency in computer skills including word, excel, database management, data entry and social media
- Experience in dealing with conflict resolution matters

Other

- Must have a passion for working within sport and supporting a team of volunteers
- Must have drivers licence and own transport
- Will require a current national police clearance
- Will require a Working with Children Check
- Website management knowledge is desirable
- Working knowledge of Timing Solution Software is desirable
- Flexible working hours including weekend and weeknight requirements

Application

For an applicant to be considered, a cover letter and CV addressing the selection criteria must be submitted to: melvilleroarpresident@gmail.com

Any questions can be directed to: melvilleroarpresident@gmail.com

Applications close Sunday 23 May 2021 at 5pm. The expectation is that the successful applicant will commence in the role in July 2021

Yours sincerely
Executive Committee
Melville Athletics Centre