

## **ADMINISTRATION & EVENTS ASSISTANT**

### **THE ROLE**

The successful applicant will support our State Office and volunteer State Sport Committees in the planning and delivery of activities, events, and projects.

Reporting to the EO, this role is suitable for a forward thinking, organised and motivated individual with knowledge and experience in event planning and administration. Position is based in Wollongong, NSW.

### **KEY AREAS OF RESPONSIBILITY**

#### **Event Coordination:**

- Supporting State Sport Committees and Events Manager in the planning, coordination and delivery of events and programs such as the State Championship Program.
- Coordinate event resources, equipment, and logistics.
- Develop Entry Schedules and Event Programs.
- Coordinate event entry data via our online event system.
- Organise sporting awards for State Events.

#### **Sports Administration:**

- Assist State Committees with meeting preparations.
- Support State Committees with governance requirements.
- Budget planning, monitoring, and reporting as it relates to the position's projects and programs.
- Monitoring and assessing progress of projects and programs leading to acquittal of relevant funding.
- Prepare reports on sports activities and results as required, including Annual Reports, grant applications and acquittals and communications.
- Prepare media campaigns and associated promotional activities for the above projects and programmes.
- Maintain areas of responsibility on the Pony Club NSW website.
- General reception and administrative duties as required.

#### **Sport Development:**

- Create opportunities for participation and development.
- Developing resources to support relevant projects and programs.
- Source funding opportunities for Sport Development.

### **SKILLS & EXPERIENCE**

#### **Essential**

- Experience with and understanding of working with volunteer committees.
- Knowledge of good governance and best practice in relation to committee management.
- Experience in planning and coordinating events.
- High level of proficiency in Microsoft applications.

**Desirable**

- Knowledge of equestrian sports.
- Experience using either membership databases or online event entry systems.
- Experience in developing and managing budgets.
- Experience with accounting software such as MYOB.
- Experience with web design and/or development.

**PERSONAL ATTRIBUTES**

- Highly developed work ethic, sound time management skills. Willingness to occasionally work evenings and weekends. Time in lieu provided.
- Organisational skills and the ability to deliver administrative services with a high standard of professionalism.
- Outstanding communication skills, both written and verbal.
- Self-starter with a high level of initiative.
- Commitment to customer service.

**HOURS OF WORK**

- Flexible 60% effective full time, subject to change dependant on the needs of the Association.
- Primary work hours are business hours however some out of hours and weekend work may be required.

**APPLICATION PROCESS**

All applicants are requested to include the following details in their application:

- A covering letter which states why you are interested in the position and addresses the required skills and experience for the position.
- A current resume.

All eligible applications should be emailed to [admin@pcansw.org.au](mailto:admin@pcansw.org.au) prior to 5pm on Friday 12<sup>th</sup> March.

Only short-listed candidates will be contacted. Short listed applicants should be prepared to attend a personal interview/s. Applications will be evaluated as they are received and as such, the position may be filled prior to the closing date.

Prior to commencement, the successful applicant will be required to provide Working with Children Clearance.

This is a temporary casual position with immediate start and completing mid-November 2021. Salary will depend on the candidate's experience range \$24-26p/hr.