


**POSITION OPPORTUNITY
ADMINISTRATION & EVENTS OFFICER**

YOUR PURPOSE	TEAM
<p>Deliver high quality administrative support and work with the respective volunteer Officers and Committees to plan and execute a variety of events and programs for the Sydney Branch of Surf Life Saving</p> <p>Work with the respective volunteer Branch Executive Officers to deliver general administration, basic accounting, surf sports administration and event planning and management.</p>	Branch Executive, Lifesaving & Education Administrator, Club Development Officer
	REPORTS TO
	Director of Administration
	KEY LIAISONS
Sydney Branch Officers, Club Officers and Staff, Relevant Committees, External Accounting Service, Suppliers, External Stakeholders	

KEY FOCUS AREAS	AREA	OUTCOME
<p style="text-align: center;">Key Focus Areas</p>  <ul style="list-style-type: none"> ■ Administration & Accounts ■ Surf Sports Management ■ Event & Meeting Management 	Administration & Accounts	Support the President, Deputy President, Director of Administration and Director of Finance to achieve strategic and operational objectives, through successful planning, organisation and management of the Branch Office administration and financial activities.
	Surf Sports Management	Support the Director of Surf Sports and the Surf Sports Committee. Provide well-planned, administrated and executed surf sports events and activities.
	Event & Meeting Management	Support volunteer committees to deliver well organised and executed events and meetings.

BRANCH OF THE YEAR

SAVING LIVES 24/7

LEADING IN INNOVATION



YOUR PROFILE

- Experience in office administration and in coordinating events and meetings, preferably in the Not-for-Profit sector.
- Excellent verbal and written communication skills, including ability to develop memos, circulars, letters, reports & meeting minutes.
- Excellent interpersonal skills, including ability to cultivate effective working relationships with volunteers.
- Highly organised with excellent time management skills, and proven ability to coordinate multiple priorities and meet critical deadlines and event timeframes.
- Self-motivated with capacity to work autonomously and problem solve to meet the objectives of the role
- Excellent computer skills and proficient in using online software including but not limited to Office 365, Xero, Wordpress, Surveying software, Adobe, Zoom.
- Demonstrated understanding of and commitment to Surf Life Saving's values of Safety, Trust, Respect, Caring and Responsibility
- Willingness to occasionally work flexible hours including evenings and weekends when required
- An understanding of surf lifesaving programs, procedures and policies would be advantageous but not essential.

ABOUT US

Surf Life Saving Sydney (SLSS) is the busiest water safety and rescue organisation and is the largest branch in the country. We support in excess of 17,000 members in 15 clubs ranging from some of the largest to some of the smallest in the country. Our role is to serve the community through the provision of beach patrol services, support operations, coastal emergency response, training & education, surf sports and junior development.

DELIVERING RESULTS

KEY FOCUS 1 ADMINISTRATION & FINANCE	
Key Success Indicator	Achieved By
<p>Support the President, Deputy President, Director of Administration and Director of Finance to achieve strategic and operational objectives, through successful planning, organisation and management of the Branch Office administration and financial activities.</p> <p>Supporting the President, Deputy President, Director of Administration and Director of Finance in planning, organising and managing the Branch Office administration processes and general accounting systems.</p>	<ul style="list-style-type: none"> • Developing and maintaining efficient and effective administration systems and processes to support and improve office operations • Supporting the preparation and timely distribution of a wide range of organisational correspondence and communication • Coordinating the accurate and timely completion of accounting processes. • Effective interaction with the external accounting service provider to ensure that the accounting system is up to date and has all supporting documentation. • Ensure the timely invoicing and follow up of debtors.
KEY FOCUS 2 SURF SPORTS ADMINISTRATION	
Key Success Indicator	Achieved By
<p>Supporting the Director of Surf Sports and the Surf Sports Committee. Provide well-planned, administrated and executed surf sports carnivals.</p>	<ul style="list-style-type: none"> • Working proactively with the Director of Surf Sports to ensure successful carnivals • Plan seasonal carnival administration schedule that includes informing clubs of events, closing dates for registrations and other requirements • Working closely with club officers to register participants and manage carnival entries • Ensuring that carnival officials are selected, informed and managed for Branch Carnivals • Conducting post carnival activities, such as post event analysis, as required

KEY FOCUS 3 EVENT & MEETING MANAGEMENT	
Key Success Indicator	Achieved By
Support volunteer committees to conduct well organised and executed events and meetings.	<ul style="list-style-type: none"> • Maintaining an up-to-date events and meeting schedule and booking system • Providing reminders, agendas and pre-meeting administration to ensure the smooth conduct of meeting and events • Project managing major events such as the annual Awards of Excellence, Branch Championships and other minor events within the branch calendar as required • Promoting, registering participants, keep stakeholders informed, manage suppliers and monitoring milestones to ensure events are well-organised and executed • Undertake post event management and consolidation