

Position Description

ADMINISTRATION OFFICER - casual

REPORT TO: Director of Administration – SLS Sydney

CONSULT WITH: All SLSS Officers, Staff, Sydney Clubs, people of all levels of the Organisation

PURPOSE: The purpose of the role is to provide administration assistance to the SLSS Board of Management Directors, Sydney Surf Clubs and members through a variety of media such as telephone, email, face to face and other channels.

RESPONSIBILITIES:

Work under the authority of the SLSA Director of Administration and in close cooperation with other SLSS Directors & Staff and State/Club staff/members to ensure effective, timely and efficient delivery of administration and support.

This position is responsible for assisting in the tactical deployment of initiatives and programs of work linked to the SLSS Strategic Plan. This will include both business as usual programs of work as well as new initiatives directed at the improvement and development of processes, members and clubs.

- Administration of the day to day operations of the SLSS Office including coordination of meetings, conferences, correspondence, filing, distribution of documents, agendas and minutes in a timely manner to relevant personnel.
- Coordination and collation of information for newsletters and SLSS Annual Report
- Administer and coordinate the SLSS website and social media for content and design
- Provide end to end event management coordination and support for a range of events across SLSS including Surf Sport carnivals, Awards of Excellence, Member Development Programs and other functions on an adhoc basis.
- Champion and support the coordination and control of administration for the Surf Sports, Junior Activities, Finance and Member Services functions. This includes the support of directors, administration related to programs of work in each function and the tactical deployment of new initiatives
- Coordinate and support circulars and memos across all levels of SLS with appropriate escalation, action or follow up as needed to achieve compliance, deadlines and applications.
- Provide high level administration, control and support in relation to the SLSS Surf Sports online carnival manager system. This includes ensuring club and branch users are appropriately trained.
- Assist and sometimes train club members on the use of the SLSA Surfguard system and online carnival manager system.

SKILLS/ATTRIBUTES

- A moderate to advanced knowledge of Microsoft Word, Excel and Internet
- High level of communication skills
- Excellent administrative skills (computer, typing)
- Willingness to help others
- Intermediate knowledge of computer networks (windows based)
- Thorough understanding of the operation of Surfguard
- Moderate level of skill in the operation of MYOB
- Ability to work autonomously and meet deadlines.
- A Drivers license is preferable (banking and mail duties)
- Requires an understanding of Surf Life Saving operations in Administration, Sport, Junior Development and other relevant areas within the SLSS Branch of our Organisation.
- Web experience (front page level)
- Formal qualifications in Surf Sports Administration or equivalent would be well regarded.