



SURF LIFE SAVING SYDNEY – POSITION OPPORTUNITY

## ADMINISTRATION & EVENTS MANAGER

**Location:** Surf Life Saving Sydney Branch Office – Little Bay

**Position:** Permanent Part Time

**Closing Date for Applications:** 15 September 2018

Surf Life Saving Sydney is seeking an enthusiastic staff member to join our office in Little Bay. You will be working permanent part time, four days per week on our surf sports and special events along with assisting our volunteers with the day to day administration of the organisation.

This is an exciting opportunity to be part of one of Australia's largest Surf Life Saving Branches. You will work closely with the Director of Administration and the Director of Surf Sports, coordinating a range of tasks, including planning and implementing unique sporting events and providing administration assistance for one of Australia's most iconic organisations.

*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 26,000 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.*

You will have experience in an administration events support role, along with highly developed interpersonal skills to build effective relationships.

### KEY RESPONSIBILITIES

- Supporting the volunteer executive officers in planning, organising and managing the Branch Office administration processes and general accounting systems.
- Supporting the Director of Surf Sports and the Surf Sports Committee by providing well-planned, administrated and executed surf sports carnivals.
- Support volunteer committees to conduct well organised and executed events and meetings.

OFFICIAL PARTNERS





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### ESSENTIAL SKILLS REQUIRED

- Experience in coordinating or managing sports events involving high volumes of member participants
- Demonstrated experience working with Volunteers
- Outstanding relationship building skills - liaise with internal and external stakeholders e.g. volunteers, officials and suppliers
- Experience developing and implementing projects and working within budgets
- Excellent communication skills, including both written and verbal - Internal and external communications such as memos and circulars, reports on events & meetings and information provided to members
- Highly organised with excellent time management skills ensuring event logistic timeframes are met as set in the project plans
- Ability to multi-task and work effectively in a fast paced environment. During events you will be working in a busy hands on environment in a supportive team atmosphere.
- Excellent computer skills & proficient in MS Word, Excel, PowerPoint & MYOB.

The right candidate for this role is self-motivated, takes initiative and enjoys working in an office environment and outdoors.

SLSS is an equal opportunity employer with commitment to safeguarding children and young people. The successful candidate for this role will be required to undertake a working with children check.

### HOW TO APPLY

- Explore our website
- Send through a current copy of your resume and cover letter (no more than 3 pages)
- Review the linked **Outcome Profile** and include a written response to the above **Essential Skills Required** (no more than 3 pages)
- The successful candidate must have the right to work in Australia

For further information or to apply for this role, please contact the Director of Administration via email [da@surflifesavingsydney.com.au](mailto:da@surflifesavingsydney.com.au). Successful candidates will be contacted for interviews following the closing date.