

<b>Position Title:</b>	<b>South West Academy of Sport – Administration and Athlete Liaison (AAL) officer</b>		
<b>Program:</b>	All programs	<b>Reports to:</b>	Chief Executive Officer (CEO)
<b>Employment Status:</b>	Part Time (14hrs/week)	<b>Grade Range:</b>	Grade 2/3 Sporting Organisations Award 2010.
<b>Location:</b>	Warrnambool		

### **Clerical and Administrative Grade Description (Sporting Organisation Award 2010)**

#### **The Organisation**

The South West Academy of Sport was established in 2004 and is a not-for-profit organisation committed to providing opportunities for talented south West athletes to achieve excellence in their chosen sports. A representative Board of Management governs the organisation. The service area of the Academy currently includes the five municipalities of the South West; Corangamite, Glenelg, Moyne, Southern Grampians and Warrnambool. The South West Academy of Sport is supported by the Victorian State Government via the Victorian Institute of Sport under its Regional Academies program, and the position is based at the academy office located in Warrnambool.

#### **Core Business of the Organisation**

The South West Academy of Sport provides talented regional athletes with access to coaching and education programs of excellence, assisting them to reach their full sporting and professional potential and enhance their access to pathways to State and National representation.

#### **Level of Responsibility**

The position is classed as a Grade 2 or Grade3 under the Sporting Organisations Award 2010 depending on skills and knowledge of the occupant.

#### **Primary Duties**

Under supervision of the CEO the AAL will be responsible for administration tasks, including, but not limited to, tasks related to general office administration, athlete administration, event administration, social media and website administration tasks.

The overarching objectives of the role are to:

1. To provide an efficient office administration systems and processes.
2. Assisting the CEO to ensure effective communication with athletes, media and stakeholders by ensuring efficient administration systems and processes are in place.
3. Provide administrative support for other aspects of SWAS management.

The duties will be agreed in consultation with the CEO given the hours to be worked in the position. There will be some after hours work and weekend work where the employee will be entitled to time off in lieu on a 1 to 1 basis for hours worked.

#### **Primary Activities and Responsibilities**

##### **1. Administration**

- a. Office - General reception and day to day office duties
- b. Uniforms - undertake the stock take, ordering and the distribution of apparel
- c. Planning - assist the CEO in administrative tasks to support operational planning for events and the annual calendar of activities.

- d. Reporting – prepare current athlete information for input to reports/meetings to VIS, VRAS and Board etc..
- e. Provide assistance to the CEO with the production and distribution of the Annual Report.
- f. SWAS Representation - represent the organisation at meetings on occasion.
- g. Events - provide administrative support in organization of Academy events and activities.
- h. Awards - assist the CEO with the organisation of the SWAS Annual Awards event.
- i. Other duties as directed

## **2. Communication**

- a. Assist with updating and maintaining the SWAS website, social media and other digital channels.
- b. Assist in the preparation and distribution of media releases, media information and athlete communications.
- c. Assist the CEO in athlete, family and stakeholders communication and feedback.

## **3. Athlete Liaison**

- a. Process athlete and members applications and maintain information required,
- b. Undertake administrative aspects of the SWAS activities for sport programs and individual athletes.
- c. Record and communicate other club/member/general inquiry liaison and communication.
- d. Collate data on athlete achievements and attendance at SWAS activities.
- e. Coordinate distribution of and collate evaluation surveys as required.
- f. Assist the CEO with administrative Coordination and communication with the Trainers Network, including collation of sports science data.
- g. Manage the AISBasecamp athlete monitoring application
- h. Assist the CEO in compilation of feedback and reporting to athletes at least twice per year.

## **Key Performance Indicators**

- 1. Administration - administrative tasks performed efficiently within agreed timeframes
- 2. Communication – Athlete and program communication dispatched to agreed timetables. Media and Social media updates regular and to agreed quality,
- 3. Athlete Liaison – Athlete information up to date and data available for reports and meetings. Feedback provided on services by stakeholders positive.

## **Selection Criteria**

The successful candidate will be required to demonstrate that he/she:

- 1. Possess well-developed Microsoft Office suite knowledge
- 2. Has the ability to work independently and unsupervised
- 3. Possess well-developed written and verbal communication skills
- 4. Has strong administration skills
- 5. A general working knowledge of website and application management
- 6. Possess well-developed level of organisation and time management skills
- 7. Holds a valid drivers licence for the state of Victoria