

## ADMINISTRATION SUPPORT POSITION DESCRIPTION

### PRIMARY PURPOSE

This is a key multi-faceted organisational role designed to support the planning and implementation of member-focused sport development initiatives across all sport disciplines. The role specifically works with the EV Sport Development Team and ensuring Sport Discipline Committees and Events directors are appropriately supported.

### DISCIPLINE ADMINISTRATION SUPPORT KEY RESPONSIBILITIES

- 2 month position supporting the 2023/2024 Membership change over
- Administrative support to the EV Membership as appropriate
- Support the Equestrian Victoria office team with General office duties as required

### KEY ATTRIBUTES

- Be a team player offering support to your fellow employees to the fullest extent possible to ensure both safety and customer service levels are met, and the most efficient operations can be maintained
- Excellent communication skills and stakeholder management
- Strong planning and highly organised
- Be able to keep information confidential

### SELECTION CRITERIA

Criteria	Mandatory	Desirable
Experience	<ul style="list-style-type: none"> <li>• Proven experience in a multi-faceted organisational role</li> <li>• Experience in administration support</li> </ul>	<ul style="list-style-type: none"> <li>• Equestrian sport administration</li> <li>• Prior experience in Event Management</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Current Working with Children Check</li> <li>• The right to work in Australia</li> </ul>	<ul style="list-style-type: none"> <li>• Sport Management / Business qualifications</li> <li>• Member Protection Information Officer (MPIO)</li> </ul>
Skills, Abilities, Knowledge	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication</li> <li>• Excellent computer skills</li> <li>• Customer Service focus</li> <li>• Time management and prioritisation skills</li> <li>• Research capability</li> </ul>	<ul style="list-style-type: none"> <li>• A knowledge of Equestrian Victoria and Equestrian sports in general</li> </ul>
Personal Qualities/ Behaviours	<ul style="list-style-type: none"> <li>• Enthusiastic with the confidence to interact with a variety of stakeholders</li> <li>• The ability to take the initiative and work autonomously</li> </ul>	<ul style="list-style-type: none"> <li>• A love of equestrian sport, and the desire to help grow participation</li> </ul>

	<ul style="list-style-type: none"> <li>• Organised and flexible</li> <li>• Follow up capability</li> <li>• Work ethic</li> <li>• Customer service focussed</li> <li>• Attention to detail</li> <li>• Teamwork</li> <li>• Confidentiality</li> </ul>	
Key Systems	<ul style="list-style-type: none"> <li>• Microsoft Office</li> <li>• Xero - Financial Accounting System</li> <li>• Nominate - Member Database</li> <li>• Online Event Platforms i.e. Trybooking, JotForm etc</li> <li>• Website - WordPress</li> </ul>	

#### **PERFORMANCE REVIEWS**

Not Applicable

#### **SALARY**

Hours of Work: min 37.5 hrs/week – negotiable to full time

Remuneration: Negotiable with successful candidate

Negotiable within specific budgetary constraints based on qualifications and experience.

**END**