

## **Rowing ACT Executive Officer**

Rowing ACT is the peak body coordinating and promoting the sport of Rowing in the ACT.

The newly-elected Board is action-oriented and progressive and is looking for an enthusiastic sports administrator to help achieve its goals.

### **Job Description:**

The Executive Officer will

- Manage, coordinate and implement the policy decisions of the RACT Board
- Coordinate the regatta and events program to ensure the professional, timely and efficient development and running of all RACT regattas and events
- Oversee draws for all regattas conducted under the auspices of the Association, and maintain the electronic regatta entry system
- Co-ordinate applications and acquittals for Government and other grants as directed by the RACT Executive
- Ensure RACT complies with Sport and Recreation ACT requirements.
- Undertake other tasks associated with the effective management of RACT.

### **Selection Criteria**

#### Essential:

- Effective interpersonal and communication skills.
- Capacity to administer effectively a small organization.
- Proven computer literacy
- Ability to meet tight deadlines and work cooperatively with stakeholders

#### Advantageous:

- Experience organising sporting events
- Knowledge of rowing operations

Gross salary including superannuation is \$47,539 per annum (full time rate) on a pro rata basis for 22 hours per week.

Closing date for applications: 27 August 2010

Further information from David Bagnall 0447582537

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