



ACT ROWING ASSOCIATION EXECUTIVE OFFICER

The ACT Rowing Association (ACTRA) is the peak body for the sport of rowing in the ACT. ACTRA is made up of organisations including community groups, schools and tertiary institutions and conducts a number of regattas each year, as well as regularly hosting large special events such as the Australian Masters Games rowing regatta.

Reporting to the ACTRA Committee, the Executive Officer will be responsible for the overall efficiency and effectiveness of all operations including the management and development of human and financial resources, coaching and club professional development, the implementation of the strategic plan and other frameworks necessary to meet ACTRA's objectives. The Executive Officer is responsible for providing leadership, direction and overall management of the activities and services of ACTRA.

The ideal candidate will have developed planning, management and IT skills, excellent negotiating and interpersonal skills, sound financial and budgeting experience and the ability to develop and meet strict timelines.

Appropriate qualifications or experience in sport management or related fields are desirable. This part-time position requires flexible working hours and attracts a prorata salary of \$50,000pa plus superannuation.

For further information and a copy of the position description and selection criteria, please contact Camilla Hayman, phone 6249 6111 or email actra@rowingact.org.au

Applications addressing the selection criteria should be marked 'Confidential' and sent to:

ACT Rowing Association
Sports House 100 Maitland St
Hackett ACT 2602 Or email: actra@rowingact.org.au

Applications Close 5pm Monday 2nd April 2007