

## **ACT Rowing Executive Officer**

The ACT Rowing Association 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 ACTRA Board
- Manage the budget, process accounts and provide financial reports to the Committee in cooperation with the Treasurer and Committee
- Manage and maintain ACTRA's assets and ensure there is effective insurance cover for both assets and for wider risks
- Coordinate the regatta and events program to ensure the professional, timely and efficient development and running of all ACTRA regattas and events
- Oversee draws for all regattas conducted under the auspices of the Association, and maintain the electronic regatta entry system
- Apply for and acquit Government and other grants as directed by the ACTRA Executive
- Ensure ACTRA complies with Sport and Recreation ACT requirements.
- Undertake other tasks associated with the effective management of ACTRA.

### **Selection Criteria**

#### Essential:

- Capacity to administer effectively a small organisation.
- Experience in budget planning and accounting operations.
- Proven computer literacy including with MYOB, or a proven capacity to master that application.
- Ability to meet tight deadlines and work cooperatively with stakeholders
- Effective interpersonal and communication skills.

#### Advantageous:

- Experience organising sporting events
- Knowledge of rowing operations

Gross salary including superannuation is \$31,275 per annum on a part-time basis of 25 hours per week.

Closing date for applications: 24 December 2009

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