



Club Administration Officer

Role Statement

This is a 0.5FTE, 6 month fixed term position which provide support to the clubs and student athlete programs portfolio in areas including:

- Day to day liaison with UWA affiliate sporting clubs
- Support of UWA Sport Council
- Support of the Team UWA Australian University Games campaign
- Student athlete identification
- Annual UWA Sport awards delivery

Key responsibilities

Sports Council and Clubs Management – 80%

Provide support to the UWA Affiliate Clubs area with a focus on implementing strategies and processes that advance the effectiveness of UWA Affiliate Sport Clubs and UWA Sport Council.

Maintain various database and contact lists related to UWA Affiliate Sport Clubs and UWA Sport Council.

Support UWA Sport Council Executive in the execution of their elected roles and responsibilities, including the hosting of effective and well-governed Sport Council meetings and elections.

Communicate with and support UWA Affiliate Sporting clubs in their delivery of services to UWA students, club members and the wider community.

Monitor and collate Club results and records.

Monitor and track UWA student athlete performances and results.

Play an active role in the calling for, collation of and issuing of UWA Sport Awards, Blues Awards, bursaries and prizes.

Provide support where required for the Australian University Games campaign.

Other Association – 10%

To be an integral part of UWA Sport team.

To assist in the delivery of key UWA Sport events.

Other duties as required by the General Manager of UWA Sport.

Occupational Safety and Health and compliance– 10%

To comply with the University's, UWA Sport and other regulatory bodies' policies and procedures.

To take reasonable care to ensure personal health and safety in the workplace.

Specific work capabilities (selection criteria)

Qualifications

Relevant degree, diploma or extensive experience in Sport and Recreation or relevant associated field.

Experience

Sporting Club Management experience.

Understanding of sporting club structures and operations, including a working knowledge of sporting club constitutions, by-laws and committee structures.

Demonstrated experience in stakeholder and customer relationship management.

Demonstrated ability to maintain databases accurately.

Well-developed communication, negotiation and inter-personal skills.

Competent in the use of computers and a good understanding of their application in the sport and recreation industry.

Experience in a sporting club environment, either as a volunteer or member.

Ability to demonstrate initiative and flexibility.

Knowledge

Good knowledge of the Sport and Recreation industry.

Understanding of occupational safety and health issues.

Sound knowledge of the university and/or university sports sector.

Other

National Police Clearance.

A Class C Licence.

First Aid Certificate.

Working with Children Check.

Contact details

Applications must be submitted to admin@sport.uwa.edu.au and the selection criteria must be addressed, as well as a cover letter.

Any applicant questions about the role can be directed to Sumari Dunn at admin@sport.uwa.edu.au

Applications close 12pm, 3 August 2017.

This is a 0.5FTE, 6 month fixed term contract.

Position classification – salary level 2 (\$47,380)