

<b>Job Title</b>	Administration Officer
<b>Department</b>	Sport & Facility Administration
<b>Location</b>	Ballarat Athletic Track – Llanberris Reserve (WFH)
<b>Reports To</b>	Llanberris Reserve Facility Manager – Ballarat Regional Athletic Centre (BRAC)

<b>Type of Position</b>	<b>Key Relationships</b>
<input checked="" type="checkbox"/> Part Time	<p>Internal:</p> <ol style="list-style-type: none"> <li>1. Llanberris Reserve Facility Manager</li> <li>2. BRAC Board Members</li> <li>3. BRAC Sub-Committees</li> <li>4. Local Athletics Clubs</li> </ol> <p>External:</p> <ol style="list-style-type: none"> <li>1. Local Schools</li> <li>2. Athletics Victoria</li> <li>3. Ballarat Council</li> <li>4. Victorian State Government Stakeholders</li> <li>5. Other Sport Organisations</li> </ol>

### **Position Summary and Purpose**

The Ballarat Regional Athletic Centre (BRAC) is seeking a Part-Time administration officer to support the facility manager at Llanberris Athletics Reserve in Ballarat and facilitate major development projects within the sport. The position will report to the BRAC Board of Management and manage the week-to-week administration tasks at the organisation including over seeing the schools program, invoicing and daily administration tasks for the sport.

With the growth of the sport in Regional Victoria and external requirements of the Facility Manager, this role has been created to ensure both Llanberris Reserve and BRAC can operate effectively during an exciting time for the sport.

This position will be based at Llanberris Athletics Reserve in Ballarat with opportunity to work from home and remotely when needed. The hours can be flexible depending on the candidate and needs of the organisation, some weekend work may be asked but not required.

The athletics centre provides events, education and volunteer opportunities for up to 500 members across several affiliated clubs and coaches in Ballarat. There are various pathways and opportunities for everyone to challenge themselves and get involved in our sport, from elite athlete and para-athletes to grassroots community groups and individuals.

### **Essential Actions and Responsibilities**

Ballarat Regional Athletic Centre (BRAC) are looking for a motivated and autonomous individual who can manage the week-to-week administration tasks within the organisation. The Administration Officer will be responsible for coordinating the school program with up to 50 schools visiting the centre each year, this includes communicating with coordinators, organising equipment lists and invoicing for all schools.

The Administration Officer will complete documentation for the BRAC board along with manage general communication with members via email, phone, social media and apps. The officer will be required to develop positive relationships with a variety of stakeholders including schools, clubs, local councils and state sporting bodies.

The Administration Officer will be the first point of contact for members wanting to engage with the centre and will work with management to complete tasks associated with the new Strategic Plan including participation growth and development of assets.

The Administration Officer will be required to be up to date with relevant policies and procedure from both BRAC and relevant athletics/sports bodies along with legal requirements of facility management.

### **Clubs and Community**

- Direct contact with schools, government, community groups and various other sports with the goal of increasing use of Ballarat athletic facilities (through education, events, forums etc.).
- Support athletics clubs with governance and project development.
- Establish an athletics connection within the Ballarat schools' network.

### **Communications and Emerging Markets**

- Develop and/or maintain partnerships with local, regional and international organisations, local and state government, professional and peer networks.
- Manage communications to key stakeholders including email, phone and social media
- Strengthen local community connection to Athletics by promoting the sport to the growing community.

### **Administration Tasks**

- Complete agenda documentation for BRAC board and sub-committees
- Assist BRAC with event planning and management administration.
- Compete financial invoicing through Xero (Training Provided)
- Club/Event Communication and Marketing.
- Development of major projects aligned with the strategic plan

### **Qualifications and Experience**

- Experience in an administration role (Preferred)
- Experience working / volunteering in the sport sector with various groups, including but not limited to: Coaches, Administrators, Volunteers, and Participants.
- Proficiency in Office 365 suite of products.
- Experience in Xero or financial work (Desirable)

### **Core Competencies**

- High professional and ethical standards.
- A sound understanding of Athletics in Victoria. (Desired – Not Required)
- Highly effective interpersonal, public presentation and meeting skills.
- Capacity to work in a high-pressure environment, including preparation of reports and project management schedules.
- Self-motivated, energetic with a strong attention to detail.
- Current Driver's License.
- Working with Children Check (Required)
- Current First Aid Certificate (Desirable)

### **Employment**

This position is based in Ballarat with an office located at Llanberris and work from home options available.

This position is Part-Time (15 Hours a Week) on a 12-month contract

The position will be required to work with members of the public, peak bodies, local organisations, relevant State and Commonwealth departments, contractors, volunteers, and venues.

Applicants must have, or willing to obtain, a valid Working with Children's Check

After hours and weekend work may be asked but is not required as part of the role.

All pay and leave requirements in lie with Fair Work Ombudsman

To apply, please send resume and cover letter to [admin@bracballarat.com.au](mailto:admin@bracballarat.com.au)