

## **CROQUET AUSTRALIA**

### **Sports Administrative Officer (part-time)**

The Australian Croquet Association ("Croquet Australia") is a federation of six state croquet associations. We are seeking a part-time Administrative Officer to support the activities of the national body and its Executive Committee.

The position is available 20 hours per week, based out of our office at ACT Sports House, in the Canberra suburb of Hackett. Under the award, part-time staff must work a minimum of 4 hours in any one working session. Subject to that restriction, the hours worked and the number of days worked in a week are flexible.

This is an ongoing position subject to a three-month probationary period.

The Administrative Officer role is a 'solo' office position, and the appointee needs to maintain a strong commitment to efficiency without direct supervision. The officer is not required to make policy decisions, and will refer anything of a policy nature to the relevant ACA official or committee.

The principal duties currently include:

- responding to email, phone and postal mail;
- banking cheques received;
- maintaining an organised electronic record of all communications (including scanning of hard copy);
- liaising with national officials regarding preparation of agendas, player agreements, policy drafts and notices for the website;
- circulating relevant notices and newsletters by email to state associations and national officials;
- ensuring the security of the office and its physical and electronic records.

The ACA Executive Committee includes an elected position of Secretary. The relationship between the roles of the Secretary and the Administrative Officer is currently being re-defined, to ensure clarity.

The position's salary is aligned with a Grade 6 Clerical and Administrative staff rate as defined in the Sporting Organisations Award, Clause 17 at \$965 per fortnight gross, plus superannuation and leave entitlements.

Knowledge of croquet is not necessary. However the applicant will need to have good skills in word-processing, email, and basic spreadsheet use. Previous experience in an administrative position (paid or voluntary) is desirable.

Applications should include a short summary of your previous job experience, should outline your computer skills/experience and your clerical/administrative skills, and should nominate contact details of at least one referee from a relatively recent period of employment.

Applications close on Fri 6 July 2012. We aim to make an offer of appointment by late July, and would seek to have the successful candidate commence in August if possible.

The current officer who is retiring will be available on-site for several hours per week for a period after the appointment, to provide an introduction to the role and familiarise you with the office facilities, procedures and protocols. He will also be available to assist with specific tasks or projects as needed from time to time – for example, to review policies or bylaws.

Applications may be sent by email to: [admin@croquet-australia.com.au](mailto:admin@croquet-australia.com.au)

Phone contact: Tony Whelan 02 6257 0880 or 0400 385687

Postal: PO Box 254 Dickson 2602. Website: <http://www.croquet-australia.com.au>

18 June 1012