

## EXECUTIVE OFFICER – ROWING ACT

### **Application Process:**

Applications are invited for the position of Executive Officer Rowing ACT.

Applications should be submitted in writing addressing the Selection Criteria and including a CV to [president@rowingact.org.au](mailto:president@rowingact.org.au) by *Friday 11 December 2020*.

Interviews are likely to occur in the week of 14-18 December 2020. Applicants invited to be interviewed may attend in person or via video-conference. Anticipated commencement in the role is late January/early February 2021.

The Rowing ACT Board reserves the right to consider late applications.

### **Responsible to:**

The Executive Officer is responsible to the Rowing ACT Board through the President and also to the Director of Finance on accounting issues. The Executive Officer is expected to work with the Rowing ACT Head Coach and other Rowing ACT staff and volunteers to achieve outcomes.

### **Primary Role:**

This position involves both administration of the sport of Rowing in the ACT and facilitating its development and growth. It will involve management, communication and coordination of the sport's volunteers, contractors and members along with event planning and management.

### **Duties:**

The Executive Officer will manage, coordinate and implement the policies of Rowing ACT, coordinate regattas and events, liaise with, coordinate and communicate with stakeholders, undertake accounting operations, manage records, undertake training, apply for grants and explore other revenue opportunities.

The development component of the job includes, facilitating the building of infrastructure for rowing, specifically regatta, administrative and storage facilities, coordinating rowing education programs and contributing to development of Rowing ACT's strategic plan.

The Executive Officer is expected to represent Rowing ACT at meetings and functions and liaise with other National and State rowing bodies as well as the ACT Government.

Accounting activities will be under the supervision and direction of the Director of Finance. The Executive Officer is required to invoice within a fortnight of events, pay

bills within normal business timeframes and maintain records to meet accounting and audit standards. Financial reporting will be as required.

The successful applicant will also need to work cooperatively with the High Performance Administrative Officer (HP AO). There may be some overlap in duties and backup and support may be required, particularly during absences of the HP AO.

Other duties will be as directed.

### **Terms of Employment:**

The successful applicant will be employed based on a 38-hour week. Work may not only vary from day to day, but varies significantly over the season so applicants need to be able to manage their own time and should expect to work variable hours in accordance with the requirements of the position.

There are work-from-home opportunities although some office attendance is required.

The successful applicant will be required to attend regattas, which are run over the weekend.

The applicant will be expected to provide their own transport to successfully meet the expectations of this role but will be provided with a fuel allowance.

### **Salary:**

Remuneration for the position is a total package of between \$70,000 - \$80,000 (including superannuation) plus an annual fuel and car allowance of \$1000 rolled into salary (allowing car tax deductions).

The actual salary will be negotiated taking into account the applicant's experience, existing/recent salary and work experience.

### **Further information:**

Further information can be obtained by contacting the President of Rowing ACT via email at [president@rowingact.org.au](mailto:president@rowingact.org.au).

## **SELECTION CRITERIA:**

**Applicants are required to address the selection criteria below.**

### **Essential**

- Knowledge of the sport of rowing or a proven ability to attain that knowledge quickly
- Lead, progress, monitor and report on the progress of initiatives included in the Rowing ACT Strategic Plan to ensure the Association continues to meet its Mission of "Foster, Promote and Grow the sport of Rowing in the ACT".
- Demonstrated experience managing, coordinating and working collaboratively with a wide range of stakeholders.
- Leadership, communication, and interpersonal skills including the ability to work as a team.
- High-level organisational skills including an ability to meet deadlines.
- Proactivity and initiative.
- Capability and proficiency in computer systems such as Microsoft Office, regatta systems and accounting software.

### **Desirable**

- First Aid accreditation
- A knowledge of Work Place Health and Safety Legislation.

**The applicant will also need to meet the following requirements.**

- Possess a current driving licence and car to attend local events and meetings (the cost of interstate travel will be met by Rowing ACT).
- An ACT Working with Vulnerable People registration at the time of application or soon after taking up the position. Any costs will be met by Rowing ACT.
- Secure within three (3) months a NSW General Boat Licence at the time of application or soon after taking up the position. Any costs will be met by Rowing ACT.
- Achieve within three (3) months Member Protection Information Officer certification.