



JOB DESCRIPTION

Job title:	Administration Officer, Fred's Pass Reserve
Salary:	Casual (4 to 5 Hours per week) \$27.27 hourly rate
Reports to:	Operations Manager

Overview of Role

The role of the Administration Officer is to provide administrative support to assist the Operations Manager and staff to meet the needs of the community organisations of Freds Pass Reserve, which includes user groups, local government and the Freds Pass Sports and Recreation Management Board (Board).

The role's primary focus is to provide administrative and organisational services on behalf of the Operations Manager including supporting the Board and developing and providing communications. This is a newly created, Casual (4 to 5 hours per week) position and has the potential to grow with the Organisation to become a permanent fulltime role.

Objectives

Provide a broad range of support services to:

1. Enhance recreation activities and prospects for the rural community
2. Provide service facilities to community groups

Key Relationships

Freds Pass Sport & Recreation Reserve Operations Manager
Freds Pass Sports and Recreation Management Board
User Groups and Other Local Community Groups
Northern Territory Government Agencies
Litchfield Council Staff
Casual Lessee
General Public

Responsible for:

Administration support and communication

Key Responsibilities

1. Provide high level administrative support to the Freds Pass Manager
2. Assist in the preparation of agendas, minutes, correspondence and research in support of the Board and their meetings
3. Record and monitor the flow of incoming and outgoing mail, and organise meetings, forums, conferences including compilation of papers, arrange venue, catering and visual equipment requirements
4. Collate User Group information and draft the monthly newsletter including circulation to all concerned
5. Liaise with Litchfield Council to maintain the Freds Pass website relating to all communication
6. Communication verbal and written with internal/external stakeholders, including resolution of client conflicts
7. Records Management, Archiving and Mailing

Selection criteria – Essential

Competence in office computer applications, including Microsoft programs, records management, database entry and email

Possess excellent writing and communication skills

Ability to work in a team environment

Well-developed organisational skills

Recent publishing/ web experience

Selection criteria – Desirable

1. Experience in creating and maintaining a web site for a Sporting Organisation
2. Broad admin/publishing and Public Relations experience

More information

Contact Dirk Bakker on 898 31626 for further information on this position email:

admin.fredspassreserve@bigpond.com