Burnie Athletic Club Administrator Position

About us

Burnie Athletic Club (BAC) are part of world sporting history. The National Trust recognises the Burnie Athletics Club and it's Carnival as one of Tasmania's top ten heritage icons. This heritage is built on the 137 year old New Year Sports Carnival including the Burnie Gift, Wheel, Mile and Woodchopping events.

BAC considers themselves as a progressive, supportive, and well organised volunteer based club that has recently embarked on an expansive phase. BAC pride themselves on their strong brand and are proud of the respect they have amongst the community.

The Opportunity

The BAC is seeking a suitably qualified person to take on the role of *Administrator*. The current incumbent will be stepping aside after 5 years in the role however will remain with the BAC Executive team and as Treasurer of the club. This will ensure that the successful candidate is well supported and mentored into the role.

This paid position is engaged by the club to provide administrative support to its various events and club organisation. The work is based around part time hours supporting the club's administration and event needs as required.

BAC have a flexible approach to how this role will be structured and will be negotiated with the successful candidate. Most of the work for the *Administrator* is required in the period from August to January each year and supports the following events:

- New Year Sports Carnival
- Burnie 10
- 321Go Kids Race

The Role

Reporting to the club's Executive team and Committee the *Administrator* is responsible for:

- Maintaining members list details and communication
- Website and social media organising
- Preparation for Members, Committee and Executive Meetings including agenda, minutes and reports
- Email communication
- Event administration support
- Grant applications
- Dealing with Government, media, sponsors, and publicity of events

About you

You will be a great communicator, have a can-do attitude and enjoy achieving results. Ideally you will have a home office already established including your own phone and email contacts. In addition to this you will have:

- Good administrative and organisational skills and experience
- A genuine interest or passion for all things sport and supporting the community in Burnie
- Excellent computer skills
- An understanding of media and public relations
- Ability to work flexibly to support the club's events

The current structure is that the BAC pay the *Administrator* as a contractor (ABN required) and pays an hourly rate for the work performed. This could also be undertaken as a casual employment arrangement.

If you are someone looking for something to keep you busy but at the same time offers you the flexibility to work flexible hours with a club that is steeped in history, we would love to hear from you.

For more information please contact:

Mark Smith markcs1955@gmail.com

To apply, please forward a copy of your current resume along with a letter outlining your expression of interest to this email or the address below:

The Secretary
Burnie Athletic Club
PO Box 231
Burnie 7320