

Position Description

Position Title Administrative Officer

Remuneration Sporting Organisations Award 2010 (MA000082) as a Clerical Grade 4 position at the casual rate of \$32.24 per hour

Hours The position is a casual role. Maximum of 20 hours per week (10-12 hours standard) unless otherwise approved by the UV Board. No provisions are made for overtime, penalty rates or paid leave

Reports to UV General Manager

Position Purpose

The role of the Administrative Officer is to support the UV Board, its employees and key volunteers in their roles.

Key Responsibilities

- **Manage assets and stock**
 - Manage and maintain UV assets, including updating an online asset register
 - Manage record of assets loaned to affiliated clubs and volunteers
 - Coordinate purchases or sales of assets where appropriate
 - Manage and distribute online merchandise sales, including discs
- **Accounts Receivable**
 - Process accounts and incoming payments in compliance with financial policies and procedures
 - Verify discrepancies and resolve billing issues
 - Facilitate payment of invoices due by sending invoice reminders
- **Financial Reporting**
 - Generating financial reports for board review
 - Collaborating with Treasurer and bookkeeper on preparing budgets vs actuals
- **Program Bookings**
 - Respond to enquiries about UV participation programs
 - Confirm sales of participation program packages, including Sporting Schools programs
 - Refer program delivery to third party providers where appropriate
 - Report on Sporting Schools bookings to AFDA
- **Child Safety Administration**
 - Maintain register of staff and volunteer Working With Children Checks and police checks
 - Conduct child safeguarding screening for new staff and volunteers
 - Advise affiliated clubs on meeting child safeguarding requirements for youth programs
- **Grants and Funding**
 - Assist in the grant application process and maintain grants register
 - Ensure grant reporting requirements are fulfilled and keep track of important deadlines

- Contribute to the reporting on UV activities to Sport & Recreation Victoria
- **Volunteer Support**
 - Track club affiliation status and assist clubs with meeting requirements
 - Coordinate UV Volunteer of the Month program
 - Promote volunteer education opportunities to affiliated clubs
- **Communications**
 - Monitor email inbox and UV social media pages for incoming correspondence and reply/forward as appropriate
 - Develop and curate engaging content for social media platforms using Canva
 - Maintain calendar of UV and club activities to facilitate wider promotion to UV members and potential participants
 - Collate content for monthly email newsletter
- **Teamwork and Accountability**
 - Provide and submit weekly timesheets with a summary of actions.
 - Participate in UV Board meetings as a non-voting member.
 - Facilitate handover and organisation orientation for key volunteers, including UV board members.
 - Document key administrative processes.
 - Support General Manager in policy creation and development.
- **Administrative Support to Ultimate Victoria Board**
 - Preparation and distribution of board papers prior to all board meetings
 - Arrange venue and catering for in-person board meetings
 - Assist board members with follow-up items arising from meeting

Approximate time allocation of key responsibilities

Manage assets and stock	5%
Accounts Receivable	15%
Program Bookings	15%
Child Safety Administration	10%
Grants and Funding	5%
Volunteer Support	15%
Communications	20%
Teamwork and Accountability	5%
Administrative Support to UV Board	10%

Multi-skilling

The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent's competence and training as directed by the UV Board.

Reporting

The position reports to the UV General Manager

Professional Development Opportunities

- Attending industry seminars and events as a representative of UV
- Participating in workshops hosted by UV partner organisations
- Attendance at staff conferences hosted by AFDA

Organisational Relationships

Internal Stakeholders

General Manager
Participation Officer
UV Board
UV Subcommittees
Affiliated clubs and coaches
Appointed volunteers
UV Members

External Stakeholders

Sport and Recreation Victoria
VicSport
Primary and secondary schools
Rainbow Sports Alliance
AFDA
Other State flying disc associations
General Community Members

Key Selection Criteria

Essential criteria

- Regular availability required during business hours (9:00am to 5:00pm, Monday to Friday) to be able to address timely matters. Occasional evening and weekend availability will be required with advance notice given.
- Must have own workspace with computer equipment, internet access, and Microsoft Office.
- Proven ability to work independently and remotely with limited supervision and as a team member to achieve goals.
- Expertise and competency in Microsoft Office programs including the ability to create and manage complex spreadsheets.
- Experience with accounting software (MYOB or similar)
- Well-developed interpersonal and communication skills with the ability to liaise across levels both internally, externally with high degree of professionalism orally and in writing.
- Well-developed time management and organisational skills to manage own workload, set priorities, and meet deadlines.
- Attend UV Board Meetings (approx. 90 mins on a weekday evening).

Mandatory employment criteria

- Proof of eligibility to work in Australia is required.
- Ability to open and operate a bank account in Australia.
- A satisfactory Police Check and Working with Children Check are required.
- Member of the AFDA (or acceptance of AFDA membership upon appointment).

Desirable criteria

- Previous experience in sports administration.
- Familiarity with the sport of Ultimate in Victoria.