

BMX Australia Administration Officer

JOB DESCRIPTION

The BMX Australia Administration Officer is a critical role in the general structure of the Cycling Australia and BMX Australia office. Not only will the role entail administrative assistance, it will underpin BMX Australia's events.

The primary functions of this role will be in the administration and delivery of the following areas:

- Providing administrative support for BMX Australia and Freestyle BMX.
- Assisting in coordinating events such as the BMX National Championships.
- Arranging travel and accommodation for board meetings and conferences.
- Managing in/outbound mail & telephone duties.

Key responsibilities of the roles will include;

Administration

- Keeping a register of all BMX Clubs and contact details.
- Implement and maintain the club database annually, to ensure payment of insurance renewals and co-ordinate the issuing of Certificates of Currency.
- Maintain an orderly office including record management and development of administrative policies and procedures.
- Organise, attend and provide secretarial support to the AGM/Annual conferences and board meetings and distribute minutes accordingly.
- Answer and respond in a timely fashion to telephone and email enquiries.

Development

- Coordinate the BMX Track Active Program and the National Sign on Day, keeping a register of participating clubs and participation statistics.
- Coordinate the Sprocket Rocket Program by, ensuring all new sprocket members receive a sprocket bag, liaising with sprocket coordinators, and facilitating any sprocket initiatives.
- Coordinate and process BMX coach accreditations and updates (all levels).

Event Coordination

- Support the Events Manager in the lead up to events with regards to event administration, event entries, attendance at meetings and general event organisation.
- Onsite event operations at all BMX Australia events.

You will be required to be onsite at most events and will provide onsite event assistance.

Marketing

- Work with the Communications Coordinator to assist with customer service and marketing of the sport as a whole.
- Develop promotional material for track active days and other promotions.

The role will involve some interstate travel and non-standard hours of work.

Reporting and communication lines

The day-to-day communications aspects of the position fall under the direction of the General Manager.

Issues and Challenges:

- Working with diverse group of stakeholders, with varying levels of human and financial resources.
- Maintaining a sound working relationship with key stakeholders.
- Ensure accurate and timely presentation of up to date information to members.

Qualifications

- Experience in administrative roles.
- Strong communication and inter personal skills with the capacity to work as a team.
- Strong organisational and event project planning skills.
- Strong writing skills and ability to present information, simply and clearly in written and verbal forms.
- Ability to negotiate, work under pressure, prioritise tasks and meet deadlines.
- Attention to detail and accuracy essential.
- Operational competency in a range of software programs including Microsoft Office.
- Enthusiastic self starter able to meet deadlines when completing projects and tasks.

Desirable

- Understanding of the inter-relationships at the national, state and local levels in a national sporting organisation.
- Experience working in a member based organisation.