



Sports Carnivals Association of Tasmania

Date: October 2009

Sports Carnivals Association of Tasmania

POSITION DESCRIPTION

POSITION TITLE: Executive Officer

CLASSIFICATION: Contract Position – 2 years

1. Position Objective

- Service and promote multi-sports carnivals in a professional and consultative manner for the Sports Carnivals Association of Tasmania (SCAT) and its affiliate clubs.

2. Supervision

Immediate Supervisor

SCAT President and Executive

Reports to this position

Nil

3. Primary Tasks

- 3.1 Provide secretariat for SCAT
- 3.2 Coordinate the administration and operations of SCAT
- 3.3 Assist the Clubs to develop the sustainability of carnivals conducted by SCAT affiliated Clubs
- 3.4 Maintain accurate records, minutes, correspondence and history
- 3.5 Ensure all SCAT meetings are duly conducted and outcomes known to members
- 3.6 Liaise with Cycling Tasmania, Tasmanian Athletic League, Tasmanian Axeman's Associations, affiliate Clubs, Sport & Recreation, Tasmanian Institute of Sport and Athletics Tasmania

- 3.7 Facilitate complaints and queries
- 3.8 Immediately respond to all urgent requests within SCAT's jurisdiction
- 3.9 Attending meetings and / or functions and represent SCAT as agreed to with the Executive
- 3.10 Prepare the Annual Report – including an audited Balance Sheet as provided by the Treasurer
- 3.11 Establish and maintain SCAT website and email network and encourage affiliate clubs to utilise the facility
- 3.12 Coordinate promotion and marketing of SCAT and the affiliated carnivals

3.13 Finance and Legal

- Assist SCAT's Treasurer and President to develop an annual budget
- Find innovative ways to reduce costs and raise revenue
- Ensure that SCAT's assets are maintained
- Ensure that SCAT's constitution is current and SCAT meets its legal obligations
- Ensure that SCAT has up to date insurance cover as required

3.14 Sponsorship and Marketing

- Seek prospective sponsors and service existing sponsors on a regular basis
- Respond to sponsorship concerns/complaints as soon as practicable
- Liaise with affiliate clubs regarding sponsorship
- Liaise with media in relation to advertising requirements for SCAT

3.15 Public Relations / Promotions

- Encourage all forms of media to support and promote Tasmanian Carnival Series
- Encourage affiliate clubs to utilise media support
- Provide background materials for media promotion
- Encourage and assist affiliate clubs with carnival promotions and marketing

3.16 Special Events and Hospitality

- Ensure that special events (SCAT launches, media conferences, in-store promotions, carnival-day functions etc) are conducted at a professional level
- Organise hospitality at SCAT functions and meetings if so required

3.17 Competitors

- Assist the elected / appointed cycling and athletic competitor coordinators as required

3.18 General Functions

- Other duties as directed by the President on behalf of the Executive and member clubs

3.19 Terms of Employment

- The Executive Officer would be required to work hours that meet the needs of the Carnival Series and would be employed on a two-year contract basis
- Contract employment based on 15 hours per week @ \$25 per hour
- SCAT will provide \$2500 per annum towards expenses of travelling, telephone, computer etc
- (These terms subject to discussion)

4. Level of responsibility

Authority and responsibility to carryout all functions, duties and responsibilities in accordance with the provision of Executive Officer requirements of SCAT. Accountable to the President and Executive for the performance of duties.

5. Position Relationships

The Executive Officer must relate in an effective way with:

- President & Executive of SCAT
- Affiliate Clubs
- Media
- State Bodies
- Sponsors
- Other Associations

6. Specialist Skills Required:

6.1 Ability to gain cooperation and assurance from others

6.2 High level interpersonal skills

6.3 Well-developed time management skills and the ability to develop, maintain and monitor own work program to meet deadlines.

6.4 Problem solving, negotiation and decision making skills.

6.5 Record keeping and reports

7. Selection Criteria

Essential:

- High level of communication and interpersonal skills.
- Ability to work independently using initiative and judgement
- Ability to build and maintain strong relationships with key internal and external stakeholders.
- A demonstrated ability in marketing and public relations
- High-level organisational skills to ensure effective completion of tasks within deadlines and the ability to plan, prioritise, monitor and evaluate
- Computer literacy to a competent standard.
- Current drivers licence.

Desirable:

- Knowledge of the disciplines that SCAT promotes.

POSITION DESCRIPTION APPROVED

President: _____

Executive: _____