



ANNEXURE A – POSITION REQUIREMENTS

Position Title	Sport & Event Administrator
Employer	Kiteboarding Western Australia Incorporated (KWA)
Reports to	Executive Officer
Location	<p>Work from a home office or another suitable office location as negotiated.</p> <p>Travel may be required for this position to attend in person meetings within the Perth Metropolitan area.</p> <p>Perth Based, Western Australia</p>
Organisation Overview	<p>KWA is the official state sporting body for kiteboarding in Western Australia.</p> <p>The organisations mission is to promote safe kiteboarding practices, help maintain beach access across WA, whilst encouraging participation and development of the sport by hosting events for our members and the West Australian community.</p> <p>KWA is a volunteer-based organisation.</p>
Position Overview	<p>The Sports & Events Administrator role will assist the Executive Officer and KWA Sub-Committees with event planning, sport development, daily operations and other strategic objectives of Kiteboarding Western Australia through administrative tasks.</p> <p>The role is also envisaged to champion the establishment of best practice in all areas of the organisation administration.</p> <p>The position requires a highly motivated and energetic individual. The ability to forge a close working relationship with KWA affiliated bodies, board, volunteers and other key stakeholders will be essential to the successful achievement of this position's objectives. Hence, proven sports administration experience, event management, strong communication, relationship building, and organisational skills are highly desirable.</p> <p>Ideally suited to a recent graduate of a Tertiary Institution or someone wishing to pursue a career in Event Management and/or Sports Administration.</p>
Core Responsibilities	Supporting leadership and management of Kiteboarding WA related to:

	<ul style="list-style-type: none"> • Day to day administration of the organisation; • Event Planning; • Stakeholder engagement; • Administer membership and membership development programs; and • Support the Executive Officer with applications for funding opportunities
<p>Key Duties</p>	<p>1 Administration</p> <p>1.1 Manage and perform the day-to-day administration of KWA and be the first point of contact for the KWA office;</p> <p>1.2 Working closely with the Event Directors, assisting in the planning and delivery of kiteboarding events across different disciplines; Wave, Freestyle, Big Air, Foil and Wing Foiling.</p> <p>1.3 Managing and working with external parties, including local councils and contractors, to deliver events.</p> <p>1.4 Recruitment and rostering of volunteers, Officials and other event personnel with the support of the Event Director.</p> <p>1.5 Oversee the KWA website, administer member/events monthly newsletter, social media and general communications;</p> <p>1.6 In conjunction with Executive Officer, coordinate and attend the Annual General Meetings and monthly KWA Board meetings</p> <p>2 <u>Customer care</u></p> <p>2.1 Provides excellent customer care to all KWA members and associated key stakeholders</p> <p>2.2 . Coordinates response to contentious and sensitive external enquiries with support from Board members</p> <p>2.3 Coordinate and execute membership campaigns in conjunction with National Body;</p> <p>3 <u>Communication</u></p>

	<p>3.1 Ensure that all enquiries and communications are dealt with professionally and promptly; supporting the board on advocacy issues that arise;</p> <p>3.2 Administer and build relationships with kite shops, kite schools, local councils, government departments and other relevant stakeholders;</p> <p>3.3 Support development and implementation of a kiteboarding sponsorship prospectus.</p> <p>4 Undertakes other duties as directed</p>
Key Interactions	<p>Strategic</p> <ul style="list-style-type: none"> • KWA Board of Directors <p>Operational</p> <ul style="list-style-type: none"> • Local council, shires and towns; • KWA Sponsors, Partners and Suppliers; • Kiteboarding Australia; • Other State Kiteboarding Associations; • Affiliated kiteboarding schools and members; • Surf Lifesaving clubs; • Department of Local, Government, Sport and Cultural Industries; • Western Australia Institute of Sport (WAIS); • Department of Transport; • Parks and Wildlife (DBCAs); • Swan River Trust; • Local indigenous groups; and • Marine police.
Selection Criteria	<p>Essential Criteria</p> <ol style="list-style-type: none"> 1. Experience in sports administration and/or event management. Well-developed written and verbal communication, interpersonal skills with the ability to maintain confidentiality; 2. Effective time management and organisational skills. A positive “can-do” attitude with the ability to be solutions focused; 3. Well-developed computer skills and information technology literacy, including social media platforms (Facebook and Instagram); Proven ability to work effectively as part of a team with minimal supervision. 4. Current Working with Children Check (or ability to apply prior to commencement in role); and

	<p>5. Open class C drivers licence.</p> <p>Desirable Criteria</p> <p>6. Tertiary qualifications in sport management and or events management;</p> <p>7. Experience using Customer Relations Management systems such as Mailchimp; WordPress and Canva or Indesign; and</p> <p>8. Knowledge and understanding of the sport of Kiteboarding.</p>
Terms & Hours of Work	<p>0.3 FTE (12 - 15 hours) fixed term position for one year with potential for continuation. Hours can be flexible.</p> <p>The nature of the position will require out of hours, occasional weekend and occasional Public Holiday work.</p> <p>This position requires a successful applicant to provide a suitable location to perform their work</p>
Salary	\$28 - \$32 per hour plus superannuation, dependent on experience
Equipment	<p>Kiteboarding WA will provide the following equipment for the Sports Administrator role:</p> <ul style="list-style-type: none"> Laptop and required software; Small office Printer if required; Office stationery; Mobile phone (for work purposes only); Internet allowance; and KWA Uniform.
How to Apply	<p><i>Applicants are required to send both of the following:</i></p> <ol style="list-style-type: none"> Cover letter outlining your suitability to perform the role successfully (no more than 2 pages) Resume outlining relevant experience and skills <p>Email Applications to Rebecca Bury Executive Officer Kiteboarding WA Email: RBury@kiteboardingwa.org.au</p>

Appointment Prerequisites:

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance.

Certification The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

KWA President

Name:

Date:

Signature:



Signature:

Date:

KWA Vice President

Name:

Signature:

Date:

Position Occupant

Name: