



POSITION DESCRIPTION

Part Time Operations Assistant

BOWLS ACT

Currently, Bowls ACT will be offering the position for a contracted period to December 2024

Anticipated Start date: January 2024

Position Title:	Operations Assistant
Location:	Bowls ACT Office. Chifley, ACT
Reports to:	Bowls ACT Executive Officer and Board
Hours:	Approximately 12 hours per week (24/fortnight). Times/days negotiable to suit operational requirements. May include some evening and weekend work.
Salary:	\$24.66/hour + Superannuation
Additional Information:	Will be based in the Office. May be required to travel to BOWLS ACT affiliated clubs from time to time
Purpose:	<ul style="list-style-type: none"> • Plays a key role in providing operational and administrative support, ensuring efficient and effective operations while facilitating the achievement of organizational goals. • Requires strong organizational, communication, and interpersonal skills, as well as the ability to handle confidential information with discretion. • Will serve as a key liaison between the Executive Officer and various stakeholders, both internal and external.
Key areas of Responsibility:	<ul style="list-style-type: none"> • Administrative Support: <ul style="list-style-type: none"> ○ Screen and prioritize incoming emails, phone calls, and correspondence, taking appropriate action or delegating as necessary. ○ Maintain accurate records and files, both physical and digital. ○ Digital & social media content creation. • Communication and Liaison:

	<ul style="list-style-type: none"> ○ Communicate on behalf of Bowls ACT, both verbally and in writing. ○ Conduct member education in BowlsLink ● Competition Management: <ul style="list-style-type: none"> ○ Assist in management and delivery of Bowls ACT event program. ○ Provide competition support in BowlsLink and upskill club stakeholders. ○ Support the delivery of a second stream of Bowls ACT competitions. ● Confidentiality: <ul style="list-style-type: none"> ○ Handle sensitive and confidential information with the utmost discretion and professionalism. ● Representative Coordination: <ul style="list-style-type: none"> ○ Support with the arrangement of domestic travel, including flights, accommodation, and itineraries as required. ○ Assist in the planning and coordination of events, conferences, and off-site meetings as required.
Selection Criteria:	<ul style="list-style-type: none"> ● Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). ● Strong organizational and time management skills. ● Excellent written and verbal communication skills. ● Ability to multitask, prioritize, and adapt in a fast-paced environment. ● Strong knowledge of social media, websites and online tools including; Facebook, Instagram, Canva. ● Strong problem-solving skills and attention to detail. ● Knowledge of the sport of bowls and BowlsLink highly desirable ● Flexibility to work outside regular business hours as required.

How to Apply: Interested candidates should submit their resume and a cover letter detailing their qualifications and relevant experience to Nick Hind – exec@bowlsact.org.au

Note: Response to selection criteria should be no more than 2 pages in total length

Bowls ACT is an equal opportunity employer and welcomes applications from individuals of all backgrounds and experiences.