

JOB DESCRIPTION

JOB TITLE: National Shooting Sports Manager

JOB TYPE: Part-time (approx. 15-20 hours per week and variable depending on time of year)

LOCATION: Adelaide

SUPERVISOR/MANAGER: CEO SSAA

MAIN DUTIES/RESPONSIBILITIES: The National Shooting Sports Administrator will be expected to:

- Assist SSAA Inc with national and international competitions. This can include, but is not limited to, assisting with competition nominations, competitors' travel, accommodation, uniforms, medals and reimbursements.
- Manage discipline reimbursement claims under the direction of the CEO.

Specific duties include:

- Compile list of Board-approved team members, events/international competition dates and locations.
- Inform the CEO of the international competitors attending upcoming competitions.
- Get competitors to complete a Competitor's Agreement form and a uniform request form.
- If required, pay for the international competitors' nomination fees.
- Process payments, bank cheques etc. and keep records of competitors' entry fees for international competitions.
- If required, organise air fares for the international competitors.
- Process claims as they are received and ensure athlete is an approved competitor.
- Confirm competitors have signed a Competitors Agreement.
- Check the claim against the budget requirements of the National Discipline Chairman's Handbook and the current annual budget.
- Liaise with CEO and request further explanation, receipts or to explain why a claim is not approved for the submitted amounts.
- Approve claims, make a copy for records and give to Accountant or return if not adequately completed.
- Administer application forms for the various international events.
- Liaise with Discipline Chairmen as necessary.
- Order cloth badges, medals and pins if a Discipline requires it and it is allocated in its budget.
- Organise the Discipline Chairmen to provide their Discipline's AGM minutes, medal requirements, budget, awards and reports/scores.
- Grading Cards - Distribute Grading Cards as requested, re-order Grading Cards when necessary (first send Grading Card to Chairman to check for any changes).
- Organise the distribution of uniforms and medals.
- Assist with Pacific Regional Shooting Championships (every two years).
- Collate and edit upcoming event notices (program, dates, location, nomination forms, contacts) and event wrap-up stories, photos and captions – both for the *Australian Shooter* and web site (liaising with the Editor, Website Administrator and National Discipline Chairmen, as required).

- Coordinate disability exemptions for National competitions.
- Liaise with international counterparts for discipline competition and affiliation. Maintain a list of Affiliates, their contact details, date of affiliation and certificates of currency.
- Any other duties as required by the CEO.

SKILLS & EXPERIENCE

Qualifications: High level of relevant administration background

Desirable Experience: Knowledge of the SSAA and its structure and of the disciplines on offer. At least two years' experience in a similar role.

Skills:

- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook).
- Excellent verbal and written communication.
- Organised and able to meet deadlines.

PERFORMANCE GOALS:

- Complete administration tasks on time.
- Deal with chairmen, suppliers and other employees professionally at all times and in a timely manner.
- Be available outside of normal business hours.
- Demonstrate integrity in all aspects of the role.

Oversight of:

- Medal engraving and posting
- Uniform stock, orders, supply and posting