

# PANSW State Executive Officer Job Description

**JOB TITLE: State Executive Officer**

**JOB TYPE: Administrative**

**PURPOSE OF THE POSITION:** To manage, report and be accountable for all administrative aspects of PANSW

## **DUTIES/RESPONSIBILITIES**

- **Database Management** – Maintain the content of the organisation's club, member and competition database. This includes providing assistance to NSW Clubs and Zones
- **Correspondence Management** – Receive, track and distribute correspondence to and from the PANSW/Board. Prepare and distribute routine documentation, including drafting of official responses of behalf of the Board, liaise with other Polocrosse organisations on routine matters.
- **Communications** – Maintain content on the organisation website and Facebook page, provide regular information updates using electronic communication (e mail / newsletters etc) and act as first point of contact for enquiries.
- **Corporate Governance** – Ensure PANSW remains compliant with the rules and regulations application to the PANSW's not-for-profit and incorporated status. This includes providing limited advice to subordinate affiliated organisations.
- **Support major events and activities** – Provide administrative support to conduct the NSW Polocrosse Club and Zone Championships and National Championships. Attendance at major events may be required from time to time.
- **Representation and relationships** – Represent PANSW at various meeting and forums which, from time to time, may include, but not limited to, sports meetings, promotional activities, and fund raising activities. Maintain relationships with a wide range of stakeholders including members and officials at all levels of the sport.
- **Organisational Development** – Contribute to the organisations growth and development through active participation in development activities. Assist in identifying opportunities and the preparation and submission of grant applications.
- **Insurance Claims**– Ensure all insurance claims are forwarded to the Insurance Company within the required time.

## **SKILLS**

Excellent communication and organisation skills

Excellent time management skills, capacity to work remotely

Ability to prioritise

Ability to work under pressure

Willing and able to be very flexible regards work hours and seasonal tempo.

## REQUIREMENTS

- **Organisation:** The SEO needs to be highly organised and self motivated
- **Workload:** The workload of the SEO fluctuates throughout the year with the different times of the season, and different events that occur throughout the year. The SEO therefore needs to be agreeable to a fair and equitable flexible work arrangement. (the position is not suitable to a person seeking enduring regularity of hours such as a 9 to 5, Monday to Friday job)
- **Communication:** The SEO must have excellent written and verbal communication skills as well as being able to use basic information technology. The position works in geographic isolation from the Board members consequently the SEO must be a self starter and able to communicate effectively with peoples from a wide range of backgrounds. .
- **Equipment:** Computer, Printer, Phone (all provided by PANSW), Storage Space