



Attachment C1

Position Description

Position Title	Administration Officer
Responsible For	Providing admin support to Volleyball NT.
Employer	Volleyball NT
Reports To	VNT Chairperson
Employment	Part Time
Salary Range	\$15.18 per hour

Key Responsibilities

1. Provide administration support to Volleyball NT
2. The promotion of Volleyball throughout the NT
3. Reviewing and updating policies and procedures
4. To assist with event coordination
5. Attend to the general administration of VNT day to day business
6. Support the VNT management committee to implement the strategic plan
7. Maintain Websites and Facebook page

Selection Criteria

1. High level of self motivation and the ability to use initiative and work under pressure.
2. Proven ability to independently with minimal supervision as well as work as part of a team.
3. Good interpersonal and communication skills that allow effective, positive relationships at all times with all internal and external stakeholders.
4. Proven experience in an administration role. Demonstrated effective use of Microsoft office, Excel and similar applications and the ability to learn new systems as required by Volleyball NT.
5. Proven ability to manage conflicting priorities and produce high quality work within the time frame and attention to detail.

Further Information:

The successful applicant will be required to obtain a Working with Children's card.

Application Process

Applications must address the selection criteria and include a current Curriculum Vitae (CV).

Applications must be submitted via email to Volleyballnt@gmail.com

Applications close **COB (enter date)**– late applications will not be accepted.

Queries: If you would like further information regarding this position please contact Stu Smith, Chairperson VNT email stwwrtsmwth@gmail.com.