



## Expression of Interest

### Communications and Operations Officer – Part Time

Sunshine Coast Sports (SCS) was launched in 2021 with a vision....*To be a respected independent, community sport minded, regional body that champions and supports grass roots sport on the Sunshine Coast, promoting participation and enabling athletes to achieve their goals and aspirations.*

The Communications and Operations Officer will support the SCS Board and Working groups in completing key business processes including administration of the Sunshine Coast Sports Awards, social media content management and facilitation of Board meetings and events.

This role will suit individuals who are passionate about the role that sport plays in our community and about ensuring accessibility to sport for all. It will provide a platform for those seeking to start their sport management career journey, and to gain valuable experience.

#### **Requirements of the Communications and Operations Officer**

1. Studies in business, sport management, marketing or an associated discipline;
2. Competent in report development and documentation management including spreadsheeting;
3. Experience in the creation of social media content;
4. Strong communication skills and highly confident when engaging with stakeholders;
5. Strong time management skills;
6. Ability to operate independently, seeking guidance where required;
7. Available at least one day per week; and
8. Holds office on the terms and conditions that SCS Directors determine.

**Duties**

The Communications and Operations Officer will oversee the administration of key business processes including:

1. Correspondence management;
2. Drafting external communications;
3. Social media consultant management or social media management;
4. Stakeholder interface;
5. Board meeting management;
6. Calendar management, ensuring the communication of critical milestones are met by the Board, committees and stakeholders;
7. Records management; and
8. Supporting the Board in the planning and delivery of key projects, as they arise.

Further information on the role of the Communication and Operations Officer is provided in the attached Position Description.

**How to apply**

Please ensure that your EOI includes your resume and a written statement that outlines your experience relating to the above outlined Duties.

**Remuneration**

Commensurate with experience

**EOIs should be submitted to [admin@sunshinecoastsports.com.au](mailto:admin@sunshinecoastsports.com.au) by 5pm Wednesday  
21September, 2022.**

## **Position Description**

<b>Position Title:</b>	Communications and Operations Officer
<b>Reports To:</b>	Board of Directors, Company Secretary
<b>Direct Reports:</b>	Nil
<b>Position Type:</b>	part time
<b>Date:</b>	September 2022

## **Introduction**

Sunshine Coast Sports (SCS) vision is:

To be a respected independent, community sport minded, regional body that champions and supports grass roots sport on the Sunshine Coast promoting participation and enabling athletes to achieve their goals and aspirations.

The SCS values are;

PASSIONATE fans of the role sport plays in our communities and ensuring accessibility to sport for all.

CONNECTED to the grass roots sports participants of the Sunshine Coast and Noosa Council areas and our stakeholders to support and sustain growth and success.

PURPOSEFUL in our actions to efficiently execute our charter and maximise returns to the grass roots.

ACCOUNTABLE to transparent governance and the delivery of our vision for Sunshine Coast Sports.

## **Key Responsibilities**

The responsibilities of the Communications and Operations Officer at Sunshine Coast Sport include:

1. Board Support
  - 1.1. Board Calendar development, management and follow-up;
  - 1.2. Assisting Board members with the development of presentations and reports;
  - 1.3. Follow-up on priority Board action items; and
  - 1.4. Support the Board and Committees in the planning and delivery of stakeholder events.
  
2. Office Management
  - 2.1. Correspondence management (postal and online);
  - 2.2. Document and records management;
  - 2.3. Invoice and account receivables management; and

- 2.4. Contractor and other stakeholder liaison.
3. Awards Support
  - 3.1. Compilation of award submissions;
  - 3.2. Nominee correspondence.
4. Social Media Management
  - 4.1. Content generation as set out by the Fundraising, Marketing and Media Committee;
  - 4.2. Oversight of outsourced social media and marketing activities.

The Operations Officer may be asked from time to time, to participate in the delivery of Company projects as they arise.

#### **Key Relationships**

- Board of Directors
- Board Committees

#### **Key Skills and Attributes**

- Strong interpersonal and communication skills and proven ability to work with a complex and diverse group of stakeholders.
- Excellent relationship building and influencing skills.
- Strong written and communications skills.
- Strong problem solving and issues resolution skills.
- Flexible, adaptable and proactive approach.
- High degree of professional ethics and integrity.

#### **Qualifications, Experience and Licences Required**

- Relevant Bachelor's degree in business, sport management, marketing or associated discipline.

#### **Accreditation**

All SCS personnel need to meet formal requirements, as determined from time to time, which may include National Police Record clearance and current Blue Card/Working with Children Check, before they are appointed to their role.