



JOB TITLE : SRCT Club Administrator

DATE: January 2025

ROLE OBJECTIVE

To support the growth, development, and daily operation of the Sports Riders Club of Tasmania (SRCT).

To manage the administration of the SRCT, including oversight of membership recruitment, junior development program coordination, publicity and communication, events and volunteer coordination.

To oversee the planning and execution of Ride and Race days.

The position will be supported by Club Committee Members and volunteers.

REPORTING

The position reports to the Club President, with regular reporting to the Club Committee on key areas of activity.

CORE RESPONSIBILITIES

Support the Ride and Race Day Coordinator, ensuring they have the necessary resources to perform that role.

Lead and manage the activities, budgets and reporting associated with the following:

Ride and Race Days

- Administer Ride and Race Day events, including pre-event preparation and administrative activity on the day.
- Liaise with club volunteers to ensure post Ride and Race Day BBQs and other events are appropriately resourced and delivered.
- Coordinate the production and delivery/ collection of trophies.
- Assist in the development of the junior race program.

Membership recruitment and general administration

- Maintain a membership database via ridernet.
- Develop positive relationships with members and volunteers to promote a progressive club culture and gather regular feedback.
- Assisting committee to implement new ideas that increase membership of the Club.
- Prepare and distribute minutes as taken by the Club Secretary.
- Research and prepare submissions for relevant government and other grant funding.
- Respond to correspondence, liaise with club officials as required.
- Maintain records of hours worked and duties undertaken.
- Write SOPs (standard operating procedures) for all aspects of the Admin role.



Publicity and Communication

- Ensure regular communication with members.
- Liaise with the committee in the preparation and publication of club newsletters, with interested volunteer support.
- Work with the Club Committee to obtain sponsorships for the club.
- Ensure that the club meets its sponsorship obligations and sponsors receive maximum exposure.
- Arrange for sponsors' advertising in the club's newsletter, website and race day program.
- With interested volunteers, oversee the maintenance of the club's website to ensure currency of information and to promote the website as a club contact forum.

Events

- Engage with committee members to identify potential social activities and functions for the club.
- Prepare an annual schedule of club social activities and formal events.
- Manage the club's events program, assisting with marketing, invitations, venues, catering, trophy presentations, photography and other necessary arrangements.
- Liaise with the Clerk of Course, Ride Day Coordinator, Race Secretary and Club Secretary to ensure that all reporting to Motorcycling Tasmania is completed within expected timeframes.

Volunteer Coordination

- Support the Ride and Race Day Coordinator in the execution of their role.
- Recruit volunteers and where possible, place them in roles that suit their background, skills or interests.
- Organise volunteer orientation and on-going training.
- Develop and implement a communication system that keeps volunteers informed of all activities relating to Ride and Race days.
- Organise volunteer rosters.
- Ensure appropriate recognition of volunteers.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected as requested by the Club President



ESSENTIAL SKILLS AND ATTRIBUTES

1. Experience in an administrative management role in a similar organisation.
2. Well-developed written and verbal communication, interpersonal skills.
3. Experience managing a simple budget and reporting.
4. Effective time management and organisational skills.
5. A positive attitude with the ability to engage with a variety of people, including volunteers.
6. Well-developed computer skills and information technology literacy, including basic bookkeeping within MYOB/ Xero or similar.
7. Proven ability to work effectively independently and as part of a team with minimal supervision.
8. Knowledge and understanding of motorcycling, or an interest in the sport.

DESIRABLE SKILLS

1. Qualifications in management, sport administration, events management or other related areas.
2. Experience coordinating volunteers.



SALARY AND CONDITIONS

The role requires an annual commitment of 35 days, with a total annual salary of \$9,310. This encompasses time spent on activities leading up to ride and race days, as well as other related tasks during the year. Outside of scheduled ride/race days and committee meetings, the role is outcomes-focused, providing flexibility in the timing of work hours. The incumbent will be responsible for planning and tracking their hours in consultation with the Club President and Vice President.

This is a 12-month contracting position with a 3-month probation period at inception. The successful candidate must hold a current ABN and will invoice the SRCT under terms to be mutually agreed upon. An hourly rate of \$35 will be paid for work performed. The incumbent will be expected to provide their own mobile phone, computer, and office space to carry out the required tasks.

Additionally, the incumbent must maintain relevant insurances (e.g., public liability and professional indemnity) as required for the role.

Any work performed beyond the 35 days per annum will require prior written approval from the Club Committee before proceeding.