



**President:**  
Ray Andrews

**Position Title:** Administration Officer

**First Vice President:**  
Stephen Fettell

**Work Type:** Part-time (20 hours/week)

**Second Vice President:**  
David Dewsbury

**Location:** Deakin ACT

**Secretary:**  
Spencer Tweedie

**Sport Administrator:**  
Noel Harrod

## Location

Pistol Australia Office located in Deakin ACT with occasional travel required.

### Affiliations:

- Shooting Australia
- World Association 1500

## Introduction

### Affiliations through the Shooting Australia with:

- Australian Sports Commission (ASC)
- Australian Olympic Committee (AOC)
- Australian Commonwealth Games Association (ACGA)
- International Sport Shooting Federation (ISSF)
- International Paralympic Committee (IPC)
- Oceania Shooting Federation (OSF)

Through its affiliation with Shooting Australia, Pistol Australia (PA) has the sole right to field target pistol shooting teams to represent Australia at the Commonwealth Games, Olympic Games, World Cups, World Championships, Paralympic Championships and other international target pistol shooting competitions.

As a national sporting organisation, PA provides the means for members to learn to handle pistols safely and competently in a controlled and competitive environment. Furthermore, the provision of training and development for up-and-coming young athletes through all levels of shooting ability, from novice to the elite shooter is a major focus. Ultimately, PA provides over 16,000 members with the opportunity to visit and shoot at hundreds of clubs in Australia and overseas.

In collaboration with Member Associations, Pistol Australia provides leadership in providing premier support, service and guidance to target pistol shooters throughout Australia.

## Job purpose

The position requires a highly organised and detail-orientated individual to join our administrative team. This role requires someone who has a passion for being organised and enjoys working within a small group of passionate and motivated people. Whilst a background in the sport is not required applicants from within the pistol sport community are most welcome and encouraged to apply





## Duties and responsibilities

### General

- Manage office telephone calls, emails and mail.
- Monitor and administer social media platforms including but not limited to Web Site, Facebook, Twitter and Instagram.
- Attend to all day to day basic bookkeeping input processes in Xero – e.g. invoices and bills.
- Provide administrative support to the Sport Administrator and the National Development Coach including the preparation of the Bulletin Magazine, travel for Management and the National Development Program and drafting of correspondence
- General Office Administration.

### Qualifications

- Intermediate computer skills (MS Outlook, Word, Excel, Xero or similar).
- Excellent Social Media skills and a very good understanding of operating social media platforms.
- Excellent verbal and written communication skills.
- Exceptional organisational skills and attention to details.
- Capacity to work both independently and as part of a team.
- Experience booking travel and accommodation.
- Basic data input experience with Xero or an ability to learn is essential.
- Drivers licence.
- Positive attitude.

## Work Environment

Supervises:	Nil
Supervisor:	Sport Administrator
Internal Contacts:	National Development Coach Management Sub-Committee's
External Contacts:	State/Territory Member Bodies External providers Members



## Terms and Conditions

Reports to:	Sport Administrator
Position Type:	Part-time (6-month probation period)
Hours of Duty:	20 hours per week, which will require you to work a regular schedule negotiated between 8:30am to 4:30pm, Monday to Friday (preferred hours are four hours per day five days per week). Occasional out of hours work may be required with advanced notice. Overtime is not payable, time-in-lieu will be granted for work outside normal.
Remuneration:	\$60,000 per annum (pro-rata) paid fortnightly plus Superannuation as below. Inclusive of any obligation to pay allowances, penalties, loadings and any other monetary obligations to which you might otherwise be entitled under industrial law.
Superannuation:	In addition to your salary PA will contribute Superannuation at the legislated rate to be paid into a superannuation fund of your choice.
Annual Leave:	20 days per annum (pro rata). A negotiated amount of Annual leave must be taken over the December/January holiday period when the office is closed.
Sick Leave:	10 days per annum (pro rata).
Notice:	Four weeks notice is required should the Administration Officer wish to terminate employment



## Application Process

Closing date for applications is **5:00pm Friday, 21 June 2019**. Please send applications to [noel.harrod@pistol.org.au](mailto:noel.harrod@pistol.org.au)

***Please note that you should apply early as applications will be reviewed on arrival and an appointment maybe made prior to closing date if the appropriate candidate applies.***

All applicants are requested to include the following details in their application:

- A covering letter which states why you are interested in the position and addresses the required qualifications for the position (1-page maximum).
- A current resume which includes: personal details, educational achievements, experience and at least two references (4-page maximum).

Applicants must be either a permanent resident of Australia or supply evidence of the right to work in Australia

Applicants should be prepared to attend a personal interview/s in the week commencing Monday 24th June 2019.

Prior to commencement, the successful applicant will be required to provide original copies of all qualifications.

Enquiries may be made to Noel Harrod on 02 6281 1303 or [noel.harrod@pistol.org.au](mailto:noel.harrod@pistol.org.au).