

SynchroVic, the State Sporting Association for the sport of Synchronized Swimming in Victoria, seeks an enthusiastic person looking to start their Sport Management career.

The part-time Sport Development Officer (SDO) role (approximately 16 hours per week) reports directly to the President and Executive Committee of SynchroVic. The SDO is responsible for coordinating and administering various aspects of the day to day running of the association.

Responsibilities Include:

- Planning, delivering and reporting on programs, projects and services undertaken by SynchroVic.
- Developing and maintaining relationships with stakeholders, including the SynchroVic Committee, Clubs, State Government (Sport and Recreation Victoria & VicHealth), VicSport and Artistic Swimming Australia.
- Preparing grant and funding applications.
- Managing member registrations and communication of important information.
- Organisation of facilities for competitions and state training sessions at various venues (Melbourne Sports and Aquatic Centre, Victoria University, Presbyterian Ladies College and Ringwood Aquanation).
- Assisting with the management of the new High-Performance program.
- Management of social media platforms
- Managing renewal of the Constitution and By-laws
- Attendance at all SynchroVic board meetings and major events.
- Have or be willing to apply for an ABN

Key Selection Criteria:

- Tertiary qualifications in Sport Management or Sport Development.
- Demonstrated knowledge of the sporting environment at a club and state association level.
- Excellent time management skills and willingness to work flexible hours where required, including weekend work.
- Proficient in Microsoft Office programs. Word, Excel, PowerPoint, Outlook. Familiarity with RevolutioniseSport platform desirable.
- Strong written and verbal communication skills, including experience in formalised document writing.
- Experience or knowledge in the use of social media for promotional purposes
- Current Working With Children Check and Victorian Driver's Licence or willingness to obtain.

Recent graduates, including those completing their studies in 2019, are strongly encouraged to apply.

*For further information on the position please contact Nicholas Sluggett, 0425 787 442 or [development@synchrovic.org.au](mailto:development@synchrovic.org.au)*

*To apply please forward a current resume and cover letter addressing the key selection criteria to [development@synchrovic.org.au](mailto:development@synchrovic.org.au) by 5pm October 12, 2019*

*SynchroVic embraces differences in gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. All suitable applicants to apply for this role.*