



Member Services & Administration Support

Surf Life Saving Sydney Northern Beaches is looking for a Member Services/Administration Support Officer to join their small team based in Warriewood.

The successful candidate should have a sound knowledge and understanding of Surf Life Saving including club operations and the structure of the Sydney Northern Beaches Branch.

Essential Criteria for the position include:

- Well-developed communications and presentation skills.
- Demonstrated ability to communicate across diverse groups of internal and external stakeholders including members, club officials, SNB Board members, SLSNSW, and the community.
- Awareness of the SNB structure including all portfolios
- Ability to work in a small team environment
- Ability to work autonomously on projects.
- Self-motivated and results orientated.
- Prepared to work flexible hours including some nights and weekends as required.
- Intermediate PC skills – Word, Excel, Powerpoint.
- Current NSW Drivers Licence

Desirable but highly regarded :

- Qualifications in administration.
- Previous experience in Club administration.
- Good working knowledge of Surfguard.
- Project management skills.
- Awareness of SNB structure and Clubs.

The position is part of the Youth and Membership Development portfolio and has a close working relationship with the Director of Youth and Membership Development.

The position involves close liaison with each of the 21 Clubs within SNB and the management teams of each club. For a complete Position Description please visit our website www.surflifesaving.net.au/noticeboard

Send your resume to jen@surflifesaving.net.au before 10th October 2011

