



## Expression of Interest

### Contractor Position (must be registered ABN)

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<b>POSITION TITLE:</b>	Secretary/Communications Officer
<b>REPORTS TO:</b>	Equestrian Tasmania Chair/Board
<b>LOCATION:</b>	Hobart (flexible)
<b>EMPLOYMENT CONDITIONS:</b>	Fixed Term Contract (24 months), 15 hours per week

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#### PURPOSE OF THE POSITION

The Secretary/Communications Officer is responsible for administration duties associated with Equestrian Tasmania and provides the co-ordinating link between Tasmanian members, Equestrian Tasmania Board and Sub-Committees, sport affiliates and various stakeholders.

#### KEY DUTIES

- Receipt, drafting and sending of correspondence to and from the club efficiently and effectively.
- Processing of matters arising from meetings as directed by the Board (and Sub-Committees to the Board).
- Booking and arranging travel/meetings/venues/dates/times as directed and required.
- Attendance at all after hours' meetings and teleconferences.
- Liaising with and responding to the National Office on Equestrian Tasmania executive matters.
- Taking of minutes at Annual General and Committee meetings.
- Collate and arrange printing as required (ie AGM, Committee Meetings etc.).
- Management of meeting schedule for general meetings.
- Preparing and distribution of minutes and agenda to Board and Committee members within a timely manner.
- Maintain an accurate copy of the Rules and By-Laws, leases and titles of Equestrian Tasmania.
- Notice to members, Equestrian Australia and relevant stakeholders regarding changes to Committee members and key stakeholders/contacts.
- Call for, and receive nominations for Committees and other positions for the Annual General Meeting. Administration and conduction of elections.
- Co-ordinate team reports for newsletter/email/website/social media etc.
- Receive results from Equestrian Tasmania events and accurate data entry into the Equestrian Tasmania database.
- Communicate with sport affiliates and state representatives regarding Equestrian Tasmania office progress/requirements.
- Communicates with Agricultural societies and club affiliates to obtain and record results.

## **LEVEL OF RESPONSIBILITY / ACCOUNTABILITY**

The position will report to the Equestrian Tasmania Chair/Board. The position will operate under limited supervision and is accountable for the effective administration of Equestrian Tasmania. The incumbent will be required to undertake occasional intrastate travel to attend Equestrian Tasmania meetings as required.

## **KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)**

1. Demonstrated enthusiasm and dedication;
2. Demonstrated written and oral communication and interpersonal skills;
3. Exercise judgement and maintain confidentiality;
4. Proficiency in relevant computer programs, including Microsoft Office and accuracy of data entry;
5. Proven attention to detail and accurate minute taking;
6. Demonstrated leadership skills;
7. Demonstrated ability to manage a diverse range of stakeholders;
8. Demonstrate a high level of organizational skills, problem solving, self- management and time management skills

## **QUALIFICATIONS**

### *Essential*

- Current driver license

### *Desirable*

- Familiarity with social media;
- Existing working knowledge of the constitution; and
- Empathy with dealing with varying groups of people

## **REMUNERATION**

To be negotiated with the successful applicant based on skills and experience.

Expressions of interest close Monday 5th September. Please direct enquiries to Mrs Sue McDermott (Equestrian Tasmania Chair) on 0421 954 472 or [eo@equestriantas.com](mailto:eo@equestriantas.com)