



POSITION DESCRIPTION

Position: **Sailing Administrator**

Reporting to: **Sailing Manager**

Based in Sorrento on Victoria's Mornington Peninsula, the Sorrento Sailing Couta Boat Club is one of the most active clubs on the bay. SSCBC runs various training programs, club racing in our signature Couta Boat fleet and dinghies as well as hosting major regattas from time to time. <https://sscbc.com.au/>

Role Purpose

The Sailing Administrator's (SA) primary responsibility is to support the effective delivery of all of the Club sailing, training and on water streams.

Key Accountabilities

The SA requires high attention to detail, strong administrative skills, along with project management skills. The role plays a vital part in coordinating the activities within the Sailing, Training, and Maintenance Departments, hence good communication and stakeholder management is essential.

The position involves the provision of:

- Supporting the running of racing and training days.
- Supporting regatta's including project scheduling, communication, event pages, entries, rostering, registration and coordination with onshore service requirements
- Ensuring that all sailing and training collateral is clear and concise
- Coordinate the management of Moorings in conjunction with the CEO, Sailing and Maintenance Managers
- Support users of the Crew Register, Sign on Volunteer and Results System
- Coordinate the compiling and maintenance of the Club calendar – in consultation with the CEO, Sailing and Training Centre Manager
- Coordination of sailing equipment club radios, life jackets, flags, wet weather gear, safety gear, regatta gear, consumables and boat movements
- Ensure compliance of all on water staff qualifications following Australian Sailing and SSCBC policies through the RevSport and Deputy platforms
- Onboarding, induction, rostering and timesheets of sailing and training centre employees and volunteers
- Coordinate the operation of online booking for the sailing centre
- Parent liaison for the Sailing Centre
- Couta Boat Events – assist with coordinating corporate on water events, i.e. KPMG Day etc.
- Couta Boat liaison – establish a close working relationship with Couta Boat sailors, understanding their needs.
- Update Couta Boat owners and skipper's database
- Monitor staffing budgets and analyse the performance
- Monitor, analyse and report on participation sailing systems.

- Tower / Regatta Office and on water support where required, i.e. sign on and off, regatta results, posting to on-line Notice Boards, registrations
- Liaise with Food and Beverage Manager to coordinate sailing requirements – regattas, vol packs
- Online registration forms and certification, i.e. RevSport upload, pre-attendance notifications
- QR coding of equipment
- Capture, compile and co-ordinate communications content.

Equipment and Resources

Sports Administrator will;

- Work collaboratively with all staff and volunteers
- Will be provided with equipment, clothing and certificates required to facilitate the position.

Non-negotiable expectations include conducting the job in a manner that:

- Reflects the professionalism of SSCBC
- Ensures that SSCBC's OH&S and Risk Management Policies are followed for activities.
- Be a Team Player and actively contribute to excellent outcomes.

Qualifications / Attributes

To be successful as our Sailing Administrator, you should be able to work independently and interact with various SSCBC team members.

You must hold:

- First Aid (Level 2)
- Working with Children certification

You will have:

- Up to two (2) years experience in the sports administration industry, preferably within a club environment
- A passion to understand how sports professionals and volunteer officials operate and how sailors play the game and work with them.
- A natural affinity with inclusion.
- Attention to detail and sound administration skills
- Work collaboratively with Members and staff
- Possess excellent organisational skills and an ability to follow directions
- Beneficial to be comfortable going on water and to perform simple power boat operating (or can be trained to do so)
- Possess a detailed knowledge and thorough understanding of the Club Safety plan, risk containment and near miss and risk reporting processes.
- A keen desire to make a career out of your passion for sport, preferably sailing