

Auckland Bowls Inc.

Administration Coordinator

Job Description	Administration Coordinator
Reports to	General Manager
Key Relationships	All Auckland Bowls staff, Clubs, Club Executives, Club Members, Auckland Bowls committees.
Hours	Shall generally be 30 hours per week with occasional evening and weekend work.
Location	Auckland Bowls Office, at the Mt Eden Bowling Club, 17 Stokes Road, Mt Eden.

Scope

To assist with events and general administrative tasks as required and administer the grant application and audit process of the Blue Waters Community Trust.

- Responsible for the administrative function of Auckland Bowls and oversee the smooth running of the office.
- Responsible for administering the grant application and audit requirements of the Blue Waters Community Trust.
- Be the main point of contact for enquiries to the office.
- Assist the General Manager as required.

Auckland Bowls

OUR PURPOSE: Lead and develop the growth of Bowls in Auckland

OUR VISION: More people playing Bowls more often

OUR VALUES Enjoy – Grow – Share – Honour – Succeed

OUR STRATEGIC GOALS:

- Ensure a sustainable network of clubs.
- Communicate effectively with all partners and increase the profile of Bowls in Auckland.
- Increase participation by providing quality bowling experiences.
- Develop and maintain key Partnerships that enable us to achieve success.
- Develop the infrastructure that enables Auckland Bowls to deliver an excellent service.

AREA	OVERVIEW
General Administration	<p>Assist with administrative tasks in the office as required.</p> <p>Receipting event entry fees and preparation of weekly banking (or as required).</p> <p>Maintaining database of event entrants.</p> <p>Maintaining overall club members database.</p> <p>Liaison with clubs to ensure the timely receipt of information.</p> <p>Updating of Auckland Bowls website as may be required from time to time.</p> <p>Dealing with telephone enquiries as required.</p> <p>Processing incoming mail.</p> <p>Order office supplies, postage, stationery etc.</p> <p>Control and stocktake of Auckland Representative Uniforms</p>
Assistance for the General Manager	<p>Assist the General Manager as required, including:</p> <ul style="list-style-type: none"> - Preparation of board reports and various policy documentation and manuals - General administrative support
Blue Waters Community Trust	<p>Receipting and checking of applications.</p> <p>Following up with grant applicants as required.</p> <p>Completing audit checks to ensure all paperwork is in order.</p> <p>Preparation of monthly reports for Trustees meetings.</p>
Coordination of various Auckland Bowls Publications	<p>Coordinate the publication of the Friday Flash, Bulletin, and other publications as required.</p> <p>To coordinate to the publication of the Annual Report.</p> <p>To coordinate the publication of the Secretaries Manual and Centre Handbook.</p> <p>Oversight of the website to ensure it remains up to date.</p>
Awards Function	<p>Prepare all areas of the awards function, in particular:</p> <ul style="list-style-type: none"> - Tickets promotion and sales - Awards booklet - MC Runsheet - Venue preparation
Other duties as required.	<p>This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time.</p> <p>Consequently, the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the role.</p>

Auckland Bowls Inc

Person Specification

Administration Coordinator

ATTRIBUTES, SKILLS AND KNOWLEDGE

Attributes

Exceptional organisational skills and attention to detail, empathy, excellent people and communication skills. The ability to work under pressure to a deadline and ensure all information is timely and accurate.

Be honest and trustworthy, respectful, possess cultural awareness and sensitivity, be flexible and demonstrate sound work ethics.

Must be able to maintain strict confidentiality in performing the duties of the Administration Coordinator.

Skills and Knowledge

The person must demonstrate the following skills:

- Computer skills including ability to operate Microsoft Word, Excel, Power point, Publisher, Illustrator, at a highly efficient level
- Effective communications skills
- Analytical and problem-solving skills
- Effective written communication skills
- Time management skills

Ability to develop and maintain excellent cooperative working relationships with internal and external stakeholders.

Knowledge and experience with Gaming Machine Societies would be viewed favourably.

Ability to write reports and present data in a concise and informative manner.

Knowledge and understanding of the sport of bowls is an advantage although not a prerequisite for this position.