

## Sydney Summer Series Coordinator 2021-2022

The Sydney Summer Series (SSS) has run for 30 years under the enthusiastic and committed leadership of Ross Barr and his informal advisory group. They are now handing over the reins for this Sydney-wide orienteering series. The ONSW Board is overseeing this appointment due to its administrative responsibilities for this large series.

Expressions of interest are invited for the role of Sydney Summer Series Coordinator. An EOI should demonstrate the capability to carry out the listed responsibilities and address the selection criteria below.

Inquiries may be addressed to Secretary Mary Jane Mahony [secretary@onsw.asn.au](mailto:secretary@onsw.asn.au), or 0407 255 750.

EOIs should be delivered by email to [secretary@onsw.asn.au](mailto:secretary@onsw.asn.au) or by hand to the ONSW Administration Officer at Sport House by 5pm on Monday 24 May 2021.

EOIs will be considered by a panel.

## Statement about Responsibilities and Selection Criteria

### Series Coordinator Responsibilities

#### Series preparation and administration

- Negotiate with clubs to conduct events and construct the series calendar.
- Prepare a Series budget in association with the ONSW Finance Director to be confirmed with the ONSW Finance Committee prior to the start of the Series.
- Administer Series budget (with support of Finance Director) according to ONSW guidelines for financial transparency, e.g. requesting invoices, receiving invoices, receipts for reimbursement etc, identifying that work/products met expectations, signs off payments (within delegated expenditure limits) to be processed by Finance Officer.

#### Series quality oversight

- Liaise with clubs, event organisers and setters conducting events to ensure a consistent experience for participants across all events.
- Make appropriate efforts to ensure that event maps meet current ONSW course map standards.
- Liaise with clubs to ensure that all appropriate landholder consents are obtained in good time and their expectations met.

#### Series and event promotion

- Assist the ONSW Marketing & Communication Officer and clubs with the preparation of a promotion plan for the series as a whole.
- Assist the ONSW Marketing & Communication Officer with the preparation of promotional materials prior to the beginning of the Series.
- Work with ONSW Marketing & Communications Officer and clubs to identify promotional avenues and locations to distribute materials.

- Identify appropriate events for sponsorship opportunities with the ONSW Marketing & Communication Officer and clubs to achieve and promote sponsorships.

**Series conclusion**

- Arrange series awards and their presentation.
- Provide a summary report to the ONSW Board and participating clubs after the conclusion of the Series.
- Review the season (in consultation with Series stakeholders) and provide recommendations for the next Series.

**Selection criteria**

- Demonstrated capability to carry out the listed responsibilities in a timely manner
- Demonstrated interpersonal skills
- Experience in street and park orienteering