

Following Anthony Darr's relocation to Tasmania earlier this year, the new ONSW board has taken the opportunity to review the number and functions of its paid officers. As a result three new functions have been identified to replace the old, catch-all Administration Officer.

The nature of these paid positions, and the distribution of work between them, is likely to change over time as orienteering evolves and also in response to the aptitudes and circumstances of the incumbents.

The functions below may be performed by **one or more persons** (joint applications can also be made).

1. EXECUTIVE OFFICER

Purpose: to provide management and government liaison services to Orienteering NSW.

Broad responsibilities:

- a. To ensure Orienteering NSW is an ethical, responsible, well managed and financially sound sporting body.
- b. To co-ordinate ONSW's dealings with government, government agencies and other external bodies.

The Executive Officer is a key focal point for NSW orienteers and organisations with which Orienteering NSW interacts. Although this is a part time position, the Executive Officer must ensure people wishing to contact Orienteering NSW feel they are receiving prompt attention.

2. ADMINISTRATION OFFICER

Purpose: to provide administration services to Orienteering NSW.

Broad responsibilities:

To ensure the day-to-day and ongoing activities of Orienteering NSW are performed professionally and are kept up-to-date.

The Administration Officer is a key communication point for people who want to orienteer in NSW. Although this is a part time position, the Administration Officer must ensure people contacting Orienteering NSW feel they are receiving up-to-date, relevant and helpful information.

3. FINANCE OFFICER

Purpose: to maintain and develop the financial records of Orienteering NSW.

Broad responsibilities:

To ensure finances of Orienteering NSW are managed in a professional and secure manner. This will include but is not limited to: maintenance of the General Ledger, preparation of BAS, board & external reporting, preparation of budgets and reconciliation of the bank accounts.

It is expected that the appointee will have financial & bookkeeping experience relevant to the role. A recognised accountancy qualification is desirable but not essential.

HOURS OF WORK

For the first 12 months ONSW will pay, in aggregate, a maximum of 1560 hours per year, this equates to 30 hours per week. The aim is to then reduce this to 1300 hours per year or 25 hours per week in subsequent years.

The positions are covered by the Sporting Associations Award 2010.

LOCATION

ONSW currently maintains an office in Sports House, 6a Figtree Drive, Sydney Olympic Park. ONSW expects the officers, between them, to be present in the office at least 4 days a week. With the planned move to a more cloud based system, there may be the opportunity to work remotely.

CLOSING DATE

All applications should be received by Greg Barbour (barbour.greg(at)gmail.com), President ONSW by Wednesday 30th April 2014.

Many of the board will be at Easter so please feel free to speak to them if you have any queries.