

OCEAN RACING CLUB VICTORIA

Job Description

Job Title	Training and Membership Support and Office Administration
Location	ORCV office – 3 Aquatic Drive, Albert Park, Vic 3206 Option for occasional Work from Home
Reports to	Office Manager
Direct Reports	Nil

Type of employment	Type of position: <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor	Hours 12 / week (average) 2 x 6hr days per week (Plus covering Manager's leave, see notes below)
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GENERAL DESCRIPTION

The Training and Membership Support role focuses on the ORCV's Training services (see web site for details) and members. Primarily an administration function, the Training and membership Support role will work with the Head of Training (Committee member) to plan, prepare, secure volunteers to run scheduled training courses throughout the year. They will work with the company Secretary to ensure membership applications and renewals are done in accordance with the constitution. Courses such as the Safety and Sea Survival course require scheduling, venue bookings, catering, equipment, printed materials, IT, volunteers to be organized. Working closely with the Office Manager, they will also assist with administration and other duties as required to run the club.

The person will interact with members so must reflect the culture and values of the club.

The ORCV has worked hard to implement "on line" systems to support working remotely. The club has a committee, a large volunteer base, many members and numerous race participants.

If acceptable to both the Sailing Administrator and the ORCV, the Sailing Administrator will be offered additional days to cover the Office Manager's leave and/or busy times.

JOB REQUIREMENTS

- Communication with ORCV members, committee, flag officers, volunteers and external stakeholders (suppliers, yacht clubs, Australian Sailing etc)
- Use of ORCV's and Australian Sailing's IT systems and processes
- Planning and preparation
- Maintenance, storage and logistics relating to ORCV's Training assets (ORCV Radio van, Training equipment etc)
- Work closely with the Office Manager

COMPETENCIES

Strong communication skills

Ability to work autonomously and at times alone

Strong PC skills incl SharePoint, Microsoft Office, MYOB, TopYacht, basic web site editing, Facebook

Driver's Licence useful but not essential (parking is available)

DETAILED JOB DESCRIPTION

PERFORMANCE CRITERIA

Customer service – answering phone calls, Emails, and physical mail	Response in a timely manner, the absence of complaints
ORCV asset maintenance – ORCV Van, Training assets, overseeing storage, transport and maintenance	Absence of problems
Support of training program – Working with the Training Committee chair, co-ordinate bookings, catering, on line registration, course material printing,	Absence of problems and satisfaction of participants and presenters

facilities, volunteers and any other relevant requests. Note SSSC courses require formal approvals for Flare shoot.	
Support of membership – Working with the Club Secretary, Bookkeeper and Office manager ensure membership applications are processed in accordance with the constitution and manage the annual renewal process.	
Marketing and media – Focusing on training and membership, working with the Marketing Committee lead, assistance with web site, Facebook, media liaison	Absence of problems
Risk and Compliance – Working with the Secretary and Commodore, ensuring that mandatory accreditation and course requirements are met	Absence of problems
Office – keeping office functional, clean and tidy, working with committee to ensure any maintenance is done. Oversee record storage and archiving.	Absence of problems

REVIEWED BY	Committee
APPROVED BY	Commodore
DATE APPROVED	