

Volunteer Position Description			
Position Title	Administration Support Officer (Volunteer)		
Position Type	Volunteer	Reporting To	ACF Board
Location	Flexible	Date	June 2024
Nature of Tasks	Administrative Support, Database Management		
Suitable For	An experienced administrative assistant with a history working within Calisthenics or the sporting sector		

ABOUT THE AUSTRALIAN CALISTHENIC FEDERATION

The Australian Calisthenic Federation Limited (ACF) is the national governing body for Calisthenics in Australia. The ACF is responsible for developing the sport and setting the strategic direction at the National level, with the primary goal to innovate, promote, administer, and coordinate the unique sport of Calisthenics. Through its efforts, the ACF ensures national consistency with rules, coach accreditation, skills and adjudicating programs, and the delivery of a National Competition Event program, through volunteer run standing committees.

OVERVIEW AND PURPOSE OF THE POSITION

The Administration Support Officer is a great opportunity for a dynamic person with a desire to join a unique national sporting body. The role is suited to a volunteer with an administrative background. This role will be responsible for providing administrative support to the ACF Board, Operations team, and ACF Heads of Committee, in order to execute the business plan in line with the ACF's strategy, which aims to improve ACF products, services, operations, and contribute to better outcomes for all stakeholders.

Working closely with the ACF Director of Governance, the time required is approximately 4-6 hours per week. Initially, some additional time will be required in orienting in the role and completing a handover.

KEY RESPONSIBILITIES

- Supporting the governance and operational effectiveness of the ACF, ensuring that the Board can function smoothly and meet it's reporting requirements, with the provision of appropriate assets to assist in planning and safeguarding the accuracy and currency of information.
- Assist the National Operations Manager (when appointed) to maintain and update ACF member and volunteers records database with accurate and current information, ensuring proper records and procedures are maintained.
- Assist the Heads of Committee's to maintain and update program documentation, including maintaining digital filing systems, managing archives and version history files.

CORE FUNCTIONS

➤ General Administration Support

- Help in drafting, reviewing and updating ACF Policies and Procedures.
- Assist in researching and preparing grant applications and funding proposals.
- Organise company records.
- Maintain the member and contracts register.
- Assist in the organisation of the Annual General Meeting and preparation of the Annual Report.
- Identify ways to improve procedures and contribute to the development of the ACF strategies.
- Maintain contact with the ACF Board and Sub Committees to offer administrative assistance on a regular basis.
- Perform other administrative tasks as assigned to support the Board and Operations team.

QUALIFICATIONS AND SKILLS

➤ Professional Experience

- Proven experience in an administrative support role, demonstrating discretion and the ability to handle confidential information.
- Basic knowledge of governance and Board procedures.
- Experience with virtual meeting platforms. (Microsoft Teams)

➤ Administration & Communication Skills

- Proficiency in Microsoft Office
- Experience using SharePoint.
- Excellent verbal and written communication skills.
- Ability to develop engaging support communications.

➤ Personal Qualities

- Passionate about promoting Calisthenics and supporting ACF's mission.
- Exceptional attention to detail and highly developed organisational and time management skills.
- Demonstrates the ability to take initiative and proactively address tasks and challenges.
- Capable of working independently while also being an effective team player.
- Ability to handle multiple tasks and prioritise effectively.
- Be flexible, open-minded, and able to tolerate and appreciate the complexities of collaborating with multiple stakeholders.
- Eager to learn and consistently committed to improvement.
- Energetic, consistent and dedicated personality.

- Knowledge and experience within the sport of Calisthenics or similar sport is desirable but not essential.

ORGANISATIONAL REQUIREMENTS

- Current Working with Vulnerable People (WWVP) registration – or equivalent.
- Adhere to ACF's Code of Conduct.

PERFORMANCE INDICATORS

The right person for this role shares the ACF's Vision, Purpose, and Values. Your performance will be assessed against the Key Responsibilities annually as part of the ACF's Performance Review process.

At all times you are expected to ensure the company needs are forefront of your decision making and the outcome of your work aligns with the ACF's strategic plan.

RELATED DOCUMENTS

The following documents relate to the position:

Reference	Title	Identifier
(1)	ACF Strategic Plan	ACF-015-PLN