

Position – Office Support Administrator

Hours – 15-20 hours a week (within school hours)

Salary – \$25 an hour

Based – Hamilton

### **BACKGROUND**

Swimming Waikato is a non-profit regional swimming and water safety organisation. We run various initiatives and events throughout the year as well as a number of different initiatives. Our vision is to get Waikato Swimming and we exist to inspire participation, to progress competitive excellence and to deliver leadership for all in our swimming community.

### **ABOUT THE ROLE**

This role will offer responsibility and variety and see you challenged in the best way possible. Reporting to the Finance and Administration Manager you will be responsible for supporting the operations of Swimming Waikato. This includes coordination of activities, initiatives, swimming events as well as our awards evening.

### **TASK AND RESPONSIBILITIES**

- Event planning, design and managing all project delivery elements within time limits.
- Consulting on a regular basis with all stakeholders to identify their needs.
- Propose ideas to improve provided services and event quality.
- Organise facilities and manage award evening details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, and awards.
- Ensure compliance with insurance, legal, health and safety obligations.
- Maintain our website and promote and publicise events, awards evening, and initiatives.
- Conduct pre- and post – event evaluations and report on outcomes.
- Research market, identify event opportunities and generate interest.
- Assist with the administration of our Water Safety Program.

### **SKILLS REQUIRED FOR THIS ROLE**

- Previous experience in a coordinator role.
- Strong organisational skills.
- Outstanding attention to detail and ability to manage your time and take ownership.
- Ability to communicate effectively across all levels of the organisation.
- A bit of a go-getter - energy, drive, enthusiasm.
- Collaborative worker with a talent for negotiating and facilitating.
- Great computer and marketing skills.
- Swimming sector background preferred but not essential.