



Join the Team at the HRCAV!

The Horse Riding Clubs Association of Victoria Inc is seeking a new
CHIEF ADMINISTRATIVE OFFICER
to join their head office team

JOB LOCATION: Hybrid

EMPLOYMENT STATUS: Part time (30 hours per week) negotiable

The Horse Riding Clubs Association of Victoria Inc (**HRCAV**) is a volunteer based, membership organisation which facilitates social and competition opportunities for equestrians. The HRCAV has over 250 member Clubs supporting 5500 riders.

You will work closely with the HRCAV Committee, providing insight, advice and assistance to support the success of the HRCAV system, and lead a small team of dedicated staff which are responsible for the day-to-day operations.

RESPONSIBILITIES:

- Executive Committee support: Advise and inform the Committee, provide administrative support and interface between the Committee and stakeholders. Represent HRCAV at Association and industry level.
- Service delivery: Oversee delivery, quality and promotion of programs and services.
- Marketing and Communications: Promote and protect the HRCAV brand. Manage social media presence. Assure the organization and its mission, programs and services are consistently presented in strong, positive image to relevant stakeholders. Monitor association newsletter, website and social media platforms to ensure currency, relevance and appropriateness of information.
- Compliance: ensure compliance with relevant laws and regulations.
- Risk management: Assist in the development of the Association insurance program. Play an active governance role in Risk Management and OH&S requirements. Develop and review policies and systems to address risk as required.
- Facilities and systems management: Overview and address database, communication, and information systems requirements.
- Finance: oversee and monitor financial management processes for compliance.

- Staff management: keep staff engaged, motivated and involved. Undertake annual performance reviews. Manage staff schedules / leave. Assign tasks and facilitate training where required.
- Sponsorship: manage sponsorship agreements.
- Association Rules: implement and promote rule and policy changes. Encourage compliance.
- Dispute resolution: avoid, manage and resolve disputes and conflict.

KEY SELECTION CRITERIA

- Relevant managerial experience with a sound understanding of governance.
- Demonstrated ability to develop and maintain relationships with internal and external stakeholders that enable collaborative partnerships both within and external to the organization.
- Demonstrated ability to prioritise tasks and work under pressure to meet deadlines with minimal supervision.
- Excellent written, verbal and interpersonal skills across all levels of an organisation.
- Leadership skills with the ability to inspire confidence and create trust.
- A strong commitment to achieving key outcomes for the Association and an ability to galvanise others to act.
- An understanding of human resources management.
- An understanding of financial management.
- Computer literate at intermediate-advanced level including MS office suite & internet.
- Proficiency in social media engagement.
- Competency and experience with preparation of meeting Agendas and Minute taking; including preparation of AGM requirements and lodgement time frames.
- Demonstrated ability to take initiative in problem solving and in exercising judgement.
- Proactive, flexible approach to completion of work, good oral communication skills, including the ability to provide effective and appropriate advice and information to a variety of people and to use discretion with confidential information
- Demonstrated integrity regarding sensitive/confidential information.
- Australian Residency.

Desirable

- A relevant tertiary qualification or equivalent combination of qualifications
- A sound understanding of the structure and ethos of the HRCav.

PERSONAL ATTRIBUTES

- Understands, interprets and responds clearly to others.
- Ability to work independently, cooperatively and effectively in a team environment with tact, diplomacy and ability to interact with and motivate others.
- Ability to develop relationships based on honesty, integrity and trust.
- High level interpersonal skills and customer relationship building skills.
- Commitment to excellence, innovation and continuous improvement, demonstrating a commitment to on-going learning and development.
- Ability to communicate with stakeholders at all levels.
- Demonstrates flexibility in approach to work and workloads.

- Maintains high work standards, minimising errors, monitoring results and acting on problems.
- Continually strives to improve efficiency and effectiveness and
- Aligns behaviour with HRCAV's needs, priorities and values.

Why should you work for us?

- A progressive and successful equestrian association
- A better work life balance
- Hybrid work environment.
- We offer flexible work hours.
- Work with a supportive and innovative team and committee

Application Preparation

Please provide an application briefly addressing each and every selection criterion for this role. Please also include a full CV and a covering letter addressed to:

Jennifer Mainland
President - HRCAV

Please email your application by close of business on 21st October 2022 to:
info@hrcav.com.au

Short listed applicants will be contacted.

