



## **Job Description**

### **Administration Contractor**

#### **International Va'a Federation (IVF)**

##### **Background:**

The International Va'a Federation was formed in 1982 and is the International Governing Body for the Sport of Va'a/Outrigger Canoe.

The federation currently has 45 Members and is growing every year. Our member countries cover just about all continents of the globe <http://www.ivfiv.org/members.html>

The International Va'a Federation delivers, in association with country hosts, two World Championships. A World Sprint Championship and a World Distance Championship, held in alternating years.

Our Strategic plan that can be found here: <http://www.ivfiv.org/ivf-strategic-plan.html>

##### **Our Vision:**

To protect, promote, perpetuate and develop the sport of va'a at an international level, maintaining the cultural significance of the sport, and providing pathways for inclusion and participation to every country in the world.

##### **MISSION - Purpose:**

- To develop, educate, promote and encourage the practice of the sport of va'a for competitive and recreational purposes throughout the world.
- To create and foster friendship among members of the va'a community.
- To establish, deliver and enforce regulations for IVF sanctioned events.
- To perpetuate the cultural identity and practices of the sport of va'a.
- To establish pathways for va'a competition at the highest levels.

## Job Description Outline:

This position provides administrative support, promotion, social media, membership management, logistics, planning, manage, deliver or assist in projects and events as well as business as usual activities of the International Va'a Federation at the direction of the IVF Board Executive

**Responsible to:** Board of International Va'a Federation

**Reports to:** President

**Internal Relationships:** IVF Executive and Board

**External Relationships:** Membership, Stakeholders

**Reporting Relationships:** President, Secretary, Treasurer, Board, Membership

**Time:** Approximately 10 hours per week with some flexibility around annual World Championship events.

## Duties and Performance Expectations:

The **Administration Contractor** must be able to deliver and implement their duties in accordance with the strategic and operational plans of the IVF. They require skills and knowledge in the following areas of responsibility:

Areas of Responsibility	Expectations
Administration	<ul style="list-style-type: none"><li>• Work with the President, Secretary and Treasurer to maintain the membership database.</li><li>• Regularly review and update the IVF Policy Manual.</li><li>• Assist in the day-to-day administrative tasks of the organization.</li><li>• Maintain event records.</li><li>• Manage the annual member survey.</li><li>• Attend the Annual AGM</li></ul>
Projects and Events	<ul style="list-style-type: none"><li>• Manage specific projects on behalf of IVF. These may include sponsorship projects, publications, website projects, events, etc.</li><li>• Attend World Championship events to assist with tasks and promotion</li></ul>
Social Media	<ul style="list-style-type: none"><li>• Maintain a strong social media presence for the organization (Facebook, Twitter, Instagram).</li><li>• Regularly update the organization's website.</li><li>• Develop and implement the IVF's social media strategy to ensure that the promotion of the sport is maximised through all social media opportunities.</li></ul>
Relationships	<ul style="list-style-type: none"><li>• Maintain internal and external relationships.</li><li>• Communicate appropriately with the membership of the IVF community, Board Members, stakeholders and other entities.</li></ul>
Reporting	<ul style="list-style-type: none"><li>• Provide regular updates to the President on the progress of projects and provide relevant Board reports as required.</li></ul>
Operations	<ul style="list-style-type: none"><li>• Provide information, assistance and support to the Executive and Board whenever necessary.</li><li>• Provide general information, assistance and support to members.</li><li>• Other duties as reasonably required by the IVF Executive.</li></ul>

## Qualifications and experience:

- Administration experience
- A relevant tertiary qualification or experience equivalent
- Experience in project management
- Experience in marketing and communications (desirable)
- Ability to manage time and self manage
- Ability to prepare documents, reports and presentations in Word, Excel and PowerPoint
- A command of the English language, multiple languages are an advantage in this position
- Computer literate
- Relevant qualification or experience equivalent (desirable)

## Personal Attributes:

- High degree of energy, motivation and dedication.
- Ability to take initiative and generate ideas
- Effective oral, written, communication and facilitation skills
- Excellent organizational, time management and communication skills
- Planning and evaluation skills

## Values Alignment:

The Administration Contractor must be honest, reliable, trustworthy and comfortable to walk and talk the values of our organization as listed below:

- The International Va'a Federation will act with integrity, honor, accountability and transparency.
- The International Va'a Federation will make decisions that are in the best interest of all members through the principals of good governance
- The International Va'a Federation will respect all cultures and traditions of va'a.
- We will act in the spirit of friendship and understanding. We will respect the past and provide vision for the future.

## General

- Be familiar with the strategic plan of the organization
- Have knowledge and/or respect for the culture of va'a
- Be prepared to work flexible hours, including evening and weekend work when required
- Undertake such other duties and responsibilities commensurate with the nature of the position

## Conditions

This is a fixed term 12 month contract.

If possible, the contract would start in time to attend the IVF World Distance Championship in August 2019 in Mooloolaba. Queensland, Australia. Travel required by the position will be arranged through the IVF.