

Sports Excellence Scholarship Fund

Stakeholder and Administration Assistant *with Excellence*

Do you love admin? Do you love sport? Here's a role with a blend of both!

The Sports Excellence Scholarship Fund is seeking a permanent part time Stakeholder and Administration Assistant to be an integral part of our team, in our national charity. Working three days per week, this is an exciting opportunity to be part of a forward focused organisation, supporting young athletes with scholarships, nationally.

The administration role predominantly will require the process management of enrolments into the scholarship program and liaising with students and scholarship partners. It will also require the gathering and management of information for internal and external communications as well as working to procure new partners

For the role you will need;

- to be proficient in Word, Excel and email programs such as Campaign Monitor
- to be organised and a self-starter, great in a team event or happy going solo.
- to attend meetings, take minutes and keep the committee members informed
- to assist with planning and execution of events, contributing with the team
- a current Working with Children check.

The skills required will include;

- written and spoken English of a very high standard, to ensure the quality of our outbound communications
- written and verbal contact with our Sport Ambassadors and Mentors, scholarship recipients and other stakeholders.

Duties;

- Research and contact potential SESF financial partners with direction from the Executive Director
- Calendar and meeting management for SESF Executive Director
- Assist with researching National Sporting Championships and adding to the SESF National Sporting Calendar
- Contact and liaise with state and national sporting bodies regarding SESF and the application process
- Administrate the scholarship process. This includes receiving applications, requesting further information, working with the assessment and communication teams and associated partners
- Engage with schools Australia wide to promote SESF scholarships
- Updating various SESF databases, including Campaign Monitor

- Assist on communicating with SESF partners
- Assist with researching and preparing grant applications
- Assisting with SESF ambassador and mentor communication
- Assist with the planning and execution of SESF events
- Other administration tasks as discussed and agreed upon

If you are returning to the workforce and are balancing other life things, or studying and looking for a part time role (3 days per week), then this could be what you are looking for. The role hours are flexible, work from home two out of the three days, with one day from Parkville.

You'll be working with a great team who value every individual team member's input.

Total Annual Package (0.6-time fraction) \$45,858 (Equivalent of \$64,201 full time).

We'd love to hear from you.

Send your resume or enquiries to;

Nick Mooney

Executive Director

Sports Excellence Scholarship Fund

nickm@sesf.org.au

Applications close Friday March 17 2023, 5.00PM AEDT