

## **EVENTS & TOURNAMENT OFFICER - 0.9 FTE**

More than a sport, golf is about opportunities, values, and community. As the State body for amateur golf in Western Australia providing a range of services and programmes to over 300 affiliated golf clubs, GolfWA exists to provide opportunities for people of all walks of life to play, learn and love the game of golf. Critical to the success of the above, our team is on the lookout for someone who's passion for the sport coincides with their ability to meticulously prepare for and deliver a wide range of events on the golfing calendar.

### **Key Responsibilities**

Reporting to the Golf Operations Manager, the Events & Tournament Officer will be responsible for the below:

- Co-ordinate and conduct all GolfWA Womens events apart from State Championships
- Assist in the delivery of GolfWA Junior Events and State Championships
- Assist the Golf Operations Manager in the;
  - Preparation and management of the Events and Tournaments budget.
  - Preparation of the annual fixtures for all Golf WA Events
  - Preparation of reports on Events and Tournaments. Reports to focus on statistical data.
- Monitoring and updating GolfWA Pennant tables
- Assist the Marketing Department with the promotion of all Golf WA events and tournaments and to ensure that the most up to date information is displayed on the Golf WA website relevant to events and tournaments.
- Develop and maintain links/relationships with relevant staff and volunteers of Golf Clubs in WA and GolfWA sponsors, as well as any other organisation relevant to Events and Tournaments.
- Continually review and implement change to improve participation numbers in all GolfWA events and tournaments.
- Ensure all sponsor obligations are met with regard to relevant events and tournaments.
- Ensure relevant trophies are engraved pre and post event, purchase of trophies (sponsor product and other).
- Authorising of invoices relevant to events and tournaments
- Ensure Honour Boards, Archives and other website matters relating to tournaments are updated post events.

### **Experience, Attributes and Skills required:**

The successful candidate will confidently demonstrate:

- A strong understanding of and proven experience in event organisation
- Outstanding written and verbal communication skills
- Strong IT skills and skills in Microsoft Office products (Word, Excel, PowerPoint & Outlook)
- Initiative and ability to work autonomously within a small but passionate, dedicated team

### **Other:**

- Knowledge of, and interest in golf, would be extremely advantageous
- Due to the nature of this position, you will be required to work weekends where required
- Current Working With Children Check

If you believe you have the necessary attributes for this role, please forward your application addressing relevant criteria and experience to The Chief Executive GolfWA, by e-mail to [admin@golfwa.org.au](mailto:admin@golfwa.org.au) by Friday 22<sup>nd</sup> January, 2021. Salary to be negotiated with the successful candidate.