

Avoca Beach Surf Life Saving Club Inc.

Expression of Interest – Director of Administration

Avoca Beach Surf Life Saving Club Inc. invites Expressions of Interest (EOI) from suitably qualified and committed members to fill the position of Director of Administration.

The Director of Administration plays a key role in the effective governance and day-to-day administration of Avoca Beach Surf Life Saving Club. The Director works closely with the President, Board, Club Management Team, paid office staff, members and volunteers to ensure the Club's administrative functions are carried out effectively, efficiently and in accordance with relevant Club and Surf Life Saving requirements.

The Director of Administration is responsible for supporting the effective operation of the Club through sound administration, accurate record keeping, meeting coordination, correspondence, compliance and communication. The role also supports the Board and Club Management Team in implementing relevant areas of the Club's strategic and management plans and maintaining appropriate governance and administrative processes.

Members with demonstrated experience or skills in the following areas are encouraged to apply:

- Administration, governance and organisational management
- Meeting coordination, agenda preparation and minute taking
- Records and document management
- Written communication and correspondence
- Policy, compliance and governance processes
- Microsoft Office and general computer systems
- SurfGuard or similar membership/database systems
- Managing competing priorities and working to deadlines
- Member, volunteer and stakeholder communication
- Confidentiality, privacy and the appropriate handling of sensitive information
- Working collaboratively within a Board, committee or volunteer environment
- Previous administration, reception, committee or governance experience is desirable
- Experience in Surf Life Saving or a strong understanding of the Club's operations and member environment is desirable

Applicants must:

- Be a current financial member of Avoca Beach Surf Life Saving Club Inc. and remain eligible to hold office under the Club Constitution
- Hold a current Working with Children Check or be willing to obtain one
- Have a working knowledge of Microsoft Office
- Demonstrate integrity, sound judgement, organisation, flexibility and resilience
- Be able to manage their own workload and prioritise competing tasks
- Demonstrate clear written and verbal communication skills
- Understand the importance of privacy, confidentiality and accurate record keeping
- Be willing to work collaboratively with the President, Board, Club Management Team, paid staff, members and volunteers
- Be able to commit the time and effort required to effectively fulfil the responsibilities of Director of Administration
- Support effective delegation, knowledge sharing and succession planning within the Club

Interested members are invited to submit an Expression of Interest (maximum two pages) outlining:

- Their relevant qualifications, administrative skills and professional or volunteer experience
- Their involvement in Surf Life Saving, community organisations or volunteer administration
- Their experience in governance, administration, compliance, record keeping or organisational management

- Their experience coordinating meetings, preparing correspondence, maintaining records or supporting committees and Boards
- Their approach to communication and working collaboratively with members, volunteers, staff and other stakeholders
- Their understanding of confidentiality, privacy and the appropriate management of sensitive Club information
- Their approach to organisation, prioritisation and managing competing responsibilities
- Their vision and key priorities for the role of Director of Administration
- The reasons they wish to serve as Director of Administration and contribute to the Board
- Any other relevant experience, skills or attributes they believe would support them in the role

Expressions of Interest should be submitted via email to diradmin@avocabeachslsc.asn.au by Monday 5 October 2026.

For further information regarding the position or appointment process, please contact any board member: Rocky Wolters, Adam Walkaden, Rowena Bull, John Mitchell, Jason Lauder, Trent McRae or Gordon Jones.