

AustCycle – Administration & Marketing Coordinator

POSITION DESCRIPTION

AustCycle Pty Ltd is a joint venture between the Amy Gillett Foundation and Cycling Australia designed to deliver a standardised national program of cycle training and bicycle education to the Australian community of all ages and abilities. AustCycle aspires to increase the number of people who cycle through delivering high quality training to Teachers (cycle instructors) and community programs that deliver the skills, confidence and safety to encourage cycling for health, recreation and transport purposes.

The Administration & Marketing Coordinator will play a vital role in providing support required to grow the program nationally and deliver contracted projects with both Federal and State Governments.

The role is responsible for providing administrative support to all aspects of the business and requires outstanding administrative and time management skills to coordinate operations including the licensing arrangements between AustCycle and its key service providers, managing day to day financial transactions, reporting systems and communication platforms.

The role requires working closely with a range of external stakeholders from sport, recreation and advocacy sectors of cycling and the wider community including Federal, State and Local Governments.

As a national program operating in a small office environment the role sometimes requires interstate travel and some out of hours work to support AustCycle activities as priorities demand.

The performance of the successful applicant will contribute to the long term viability of the role and will be a full time position on a 2 year contract based in the AustCycle office in Mascot, NSW.

Key Responsibilities of the Role will include:

Administration and Program Support

- Perform general administrative functions including responding to phone and email enquiries
- Provide administrative support for AustCycle
- Manage and grow the service provider network and licensing agreements
- Provide secretariat services to the General Manager and Board
- Assist in the compilation of reports and reviews as required

Project Management

- Project manage government and corporate partner programs including the Department of Health and Ageing (Healthy Communities Initiative) and NSW Office of Environment & Heritage (Education project)

Communication

- Facilitate communication with key stakeholders and service providers
- Maintain communication platforms including website, Facebook and Twitter accounts

Finance

- Manage and process the day to day financial transactions

Marketing Support

- Drive the promotion and marketing of AustCycle programs through service providers
- Coordinate the development and delivery of marketing collateral

Reporting Lines

Reports directly to the General Manager and through that position to the Board

Issues and Challenges

- Maintaining communication with, and the servicing of, all stakeholders
- Ensuring quality and reputation of AustCycle programs
- Successful delivery of the Federal and State Government Projects
- Contributing to the successful national delivery of AustCycle
- Operating efficiently within a limited budget
- Managing and prioritising workloads

Key Performance Indicators

- Servicing of stakeholders, service providers and responding to public and client enquiries
- Meeting delivery and reporting deadlines
- Progressive rollout of AustCycle programs nationwide in line with agreed targets
- Maintain accurate and current information systems – database, website, Board records, correspondence, etc.

Personal Skills and Attributes

- Strong and well organised administrative skills
- Outstanding project management skills
- Ability to work autonomously and as part of a team
- Sound understanding of financial operations in a small office environment
- IT competency in MS Office suite, in design software and website updating
- Capacity to build and maintain relationships with key stakeholders