



POSITION DESCRIPTION

Job Title:	Membership and Community Co-ordinator
Type of Employment:	Fixed term, part time appointment
Remuneration:	\$20.00 per hr – (3 ¼ hrs x 4 days per week) + 9% Superannuation
Closing Date:	Sunday 14 th October 2007
Further Information:	Paul Hallam (02) 9969 2664 paul.hallam@sims.org.au

BACKGROUND

The Sydney Institute of Marine Science (SIMS) is a joint initiative of four universities (Macquarie University, University of Sydney, University of NSW and the University of Technology Sydney) to develop a multidisciplinary marine research institute that has a major focus on the Sydney Harbour precinct. This collaborative venture is based at the former defence depot at Chowder Bay adjacent to Clifton Gardens and will enable marine scientists and students in Sydney and NSW to investigate links between nearshore marine environments, urban harbours, fisheries and marine biodiversity.

SIMS - Mission

The SIMS is a facility that delivers multidisciplinary research and education about the estuarine and marine environment of Sydney Harbour and its surrounds for the needs of government and the community. Key area will be to:

- Champion the new field of urban marine science;
- Bring Sydney's high technology safely to the waters edge and beneath the surface;
- Convert our youths' love of the ocean into scientific passion, industry and research.

DUTY STATEMENT

Primary Purpose of Position

The successful applicant will be required to assist the Chair of the SIMS Fundraising Committee with the coordination of fundraising activities, communicating with existing and potential supporters and carrying out day to day administrative duties. Other duties will include assisting, when required, with SIMS administrative requirements.

As this is a part time position it could be well suited to those with children at school or energetic retirees. The position offers the opportunity to participate in the exciting development of SIMS in a friendly and lively environment

Key Responsibilities

- Greeting members and visitors to the office and providing them with relevant information
- Preparing correspondence, presentations, newsletters etc.
- Helping to record, plan and organise events, functions and meetings for members and the general public
- Maintaining membership databases
- Establishing procedures and systems in the office
- Performing general office duties
- Regular reporting to COO and other relevant individuals and committees

SELECTION CRITERIA

Qualifications

- An equivalent combination of relevant training and experience in a administrative and / or public communications role.

Knowledge and Skills

Essential

- High level of organisational skills including the ability to operate independently while prioritising demands and meeting deadlines
- Demonstrated high level written and verbal communication skills
- High level of computer competency across a range of applications including Microsoft Office, databases and skills in utilising both email and the internet.
- Ability to liaise effectively with industry, government and professional bodies
- Ability to manage and prioritise multiple projects concurrently
- A thorough understanding of record management practices

Desirable

- Knowledge and basic competencies in Public Relations and Marketing

Experience

Essential

- A minimum of three years experience working in an administrative and/or public communications role

Personal Qualities

- Commitment to accuracy and attention to detail
- Ability to work with a diverse range of people
- Ability to work autonomously as well as part of a small team
- Good organisational skills
- An enthusiastic interest in the marine environment
- Ability to maintain confidentiality and exercise discretion
- Own transport would be advantageous as public transport is intermittent

APPLICATION

Applications must consist of the following:

- **Covering Letter**, The covering letter should include your contact address and telephone number. This is an opportunity in not more than one page to introduce yourself and outline the key reasons why you should be considered for the role.
- **Curriculum Vitae or Resume**, This is a history of your employment and experience that covers the following areas:
 - i. Educational qualifications that detail the full title of the qualification, year attained and title of the institution attended.
 - ii. Employment history in chronological order, starting with the most current position and specifying dates of employment, title of position, name of employer, main duties or accountabilities and achievements.
 - iii. The names and contact details (preferably phone & email) of three referees, including if possible a senior person (preferably your supervisor) closely associated with your current position.
- **Selection Criteria**, A statement addressing how you meet each of the selection criteria is required to assist the Selection Committee to determine whether you have the relevant qualifications, knowledge/skills, experience and personal qualities.

Applications are to be sent to:

Chief Operating Officer
Sydney Institute of Marine Science
Building 22
Chowder Bay Road
Mosman NSW 2088

Or email: paul.hallam@sims.org.au

Please note:

- Applications should be typed
- Do not send applications that are bound or enclosed in plastic or manila folders
- Staple the application at the top left hand corner
- Retain a copy for your reference, applications will not be returned to the applicant

Selection Process

A Selection Committee will consider all applications and shortlist candidates for interview who appear to meet the selection criteria at the highest levels. They will be invited to attend an interview and the remaining unsuccessful applicants will be notified accordingly.