

# Executive Officer, Bridge NSW

## About Us

Bridge NSW is a not-for-profit association managing state bridge and supporting the growth, enjoyment and success of bridge across NSW.

The Bridge NSW Executive Officer will work with the Bridge NSW Board, Council and Committees to achieve the vision of the organisation to foster a vibrant and inclusive bridge playing community across NSW through leadership, advocacy and support.

## About the Job

The Executive Officer is responsible for the operational management and administration of the office of Bridge NSW, with a primary focus on supporting the community and enabling growth.

The position requires skills in executive administration, event management, stakeholder engagement, and some understanding of governance and finance systems. Previous exposure to organisations with strong volunteer contributions is highly rated. Ideally the successful candidate has knowledge of the mind-sport of bridge - either is already a bridge player or is keen to learn.

The Executive Officer will demonstrate a focus on stakeholder relationships and efficient state operations and administration. The Executive Officer will contribute significantly to the bridge playing community - clubs, players, tournament officials and teachers.

This is a part time position, of approximately three days per week or equivalent hours, with flexible working arrangements.

## About You

We are looking for someone who is passionate about growing and developing the bridge community across NSW. A background in diverse stakeholder management, marketing and an understanding of way state bridge works would be an advantage.

You will have:

- Senior level administrative and office management skills
- Experience managing business relationships with a range of stakeholders, including volunteers, and the ability to forge positive relationships
- Capability to work independently with a strong sense of responsibility and ownership
- Excellent organisational skills
- High attention to detail

- Excellent written and verbal communication skills
- Familiarity with relevant technology tools, eg MS Office

It would be desirable, but not required, if you were:

- A bridge player
- Able to travel to Sydney occasionally
- Had previous exposure to database administration, Mailchimp, or WordPress

## **Responsibilities of the position**

### **Office management**

- Manage stakeholder relationships with bridge clubs, Bridge NSW Board and Council, Bridge NSW Committees, other State and National bridge associations, suppliers and sponsors
- Provide high-level administrative support to Bridge NSW personnel
- Ensure accuracy of membership database and membership data in the ABF Masterpoint Centre
- Manage correspondence and filing systems
- Maintain financial management systems
- Ensure the smooth processing of club membership applications and renewals
- Liaise with the Treasurer and bookkeeper to ensure the prompt processing of all invoices, reimbursements and reconciliations
- Assist with coordination and administrative support of Bridge NSW human resources matters for employees and contractors (e.g. NSW Masterpoint Secretary, Chief Tournament Director)
- Collaborate with the Marketing and Communications Officer on marketing materials and communications

### **Coordination and administrative support to Board, Council and Committees**

- Admin support and coordination for Bridge NSW Board and Council
- Provide administrative and logistics support to the Events Committee
- Support the Events Calendar Coordinator in scheduling of events and congresses
- Assist in the organisation of Education Committee events
- Facilitate design of policies, procedures and templates, and their use

## **Club liaison**

- Assist new and emerging clubs with appropriate advice and a starter pack
- Provide general advice and support for affiliated clubs
- Act as central liaison between clubs and Bridge NSW Board and Council
- Support the Club & Community Committee in strategic initiative and roadmap execution

## **Collaboration and liaison with Australian Bridge Federation and Masterpoint Centre**

- Collaborate with Australian Bridge Federation personnel on activities and projects that impact Bridge NSW
- Facilitate communication and coordinate meetings with Australian Bridge Federation and Masterpoint Centre stakeholders

## **Marketing and communications**

- In conjunction with the Marketing Communications Officer:
  - Input on campaigns and event promotion
  - Input on announcements, newsletters, flyers, and other publications
- Support the Board, Council and Committee members in obtaining grants and other funding
- Create and distribute a regular Executive Officer report to ensure information flow and transparency among Board, Council and Committees

For further information, please contact [Jake@BridgeNSW.com.au](mailto:Jake@BridgeNSW.com.au) .

Applications may be sent to [Office@BridgeNSW.com.au](mailto:Office@BridgeNSW.com.au) .