



The Queensland Rifle Association Inc.

ABN 13 367 165 237

Phone 07 33984309
Fax 07 33952777
Post PO Box 38
Carina Qld 4152
Address Belmont
Shooting Complex
1485 Old Cleveland Rd
Belmont Qld 4153
Email qra@qldrifle.com

APPOINTMENT OF EXECUTIVE OFFICER (FULL TIME) QUEENSLAND RIFLE ASSOCIATION

BACKGROUND:

The Queensland Rifle Association was formed in 1861 and is the oldest sporting body in Queensland. The Association manages the Belmont Shooting Complex on behalf of the Department of Communities, Sport and Recreation Services.

POSITION DESCRIPTION

POSITION TITLE:

Executive Officer

REPORTING RELATIONSHIPS:

The position reports to the President and is responsive to Board members.

LOCATION:

Belmont Shooting Complex, Belmont, Queensland

KEY SELECTION CRITERIA:

- SC1 Qualifications and/or experience in sports administration.
- SC2 Ability to communicate at all levels, and in particular to liaise effectively with internal organisations, State government departments, politicians and police forces.
- SC3 Proven organisational and coordination skills, in particular in relation to sporting competitions.
- SC4 Demonstrated ability to manage staff.
- SC5 Self starter with ability and reliability to work with limited supervision and achieve results and deadlines.
- SC6 Proven track record in obtaining sponsorship and/or corporate support. Knowledge of or past experience with seeking and obtaining government grants.
- SC7 Computer literacy including database experience.
- SC8 Background knowledge of the shooting sports is preferred.

EMPLOYMENT CONDITIONS:

Appointment is initially for six months and subject to performance, an offer of a contract for up to three years, including a salary package will be negotiated.

EXPRESSIONS OF INTEREST:

Applications including a CV, addressing the selection criteria above, close on 7th September 2010. They should be forwarded to:

Executive Officer Application

President

QRA

PO Box 38

CARINA QLD 4152

OR Forwarded by email to qra@qldrifle.com

ENQUIRIES: Mr John Johnstone

President QRA 07 38708833