



ITTF-Oceania Operations & Events Manager

- Contracted full time position, with extensions based on performance review
- 40 hours per week
- \$55,000AU gross salary with all pension (superannuation), tax, medical, to be the responsibility of the successful applicant + potential commission bonuses in relation to sponsorship obtained
- The position will be home-based (preferably within Oceania region), with some international travel required, and applicants should be willing to work as required rather than regular office hours

ITTF-Oceania is the governing body for the sport of Table Tennis within the Oceania region, and is a continental federation affiliated to the International Table Tennis Federation. ITTF-Oceania has 24 Member Associations, and is the sport with the largest membership within the Oceania region.

The Operations & Events Manager is a newly created position. ITTF-Oceania continues to develop the sport of table tennis following nearly two decades of strong grassroots development throughout the region, and is now placing further support within Operations & Events to further evolve this development work.

The successful applicant will be responsible to the ITTF-Oceania Management Committee, through the ITTF-Oceania President.

We are looking for a self-motivated person with specialised skills as indicated in the job description, as well as being skilled in administration and event management. The applicant should have an ability to work as part of a team, as well as independently, and at times in isolation. Strong communication and interpersonal skills are essential, as is the ability to converse with a broad cross section of people and cultures. A strong table tennis background in the specific areas is an advantage but not essential.

Successful applicants must have:

- experience, or studied, in Sports Management
- experience in preparing and managing budgets
- strong communication and interpersonal skills
- strong organisational skills and attention to detail

Although not essential, a tertiary education in either Sports Management and/or Business is desirable.

Applications close on Friday 21st October and should be received by email to ITTF-Oceania Administration Officer Phil Males – pmales@ittfoceania.com