



WINE TASMANIA POSITION DESCRIPTION

Position:	Wine Tasmania Membership & Admin Officer
Award Classification:	Casual
Hours:	12+ hours per week - flexible
Reports To:	Wine Tasmania CEO
Location:	Hobart

Introduction

This is a rare opportunity to be part of the exciting and dynamic Tasmanian wine sector through its state-wide organisation. The Tasmanian wine sector is making waves around the world, rightly recognised for the premium quality and value of its wines, crafted by this unique island and our producers.

Wine Tasmania

Wine Tasmania (www.winetasmania.com.au) is the peak, non-profit body representing the island's wine producers, supported by voluntary membership. Overseen by a seven-member Board and with a current team of four people, its key role is to promote Tasmania's wine, its producers, growers and makers, and to offer professional support and representation of their interests.

What we're seeking

- An organisational whiz to manage and support Wine Tasmania's members, its accounts and invoicing and generally keep the small and busy office running smoothly.

Key Responsibilities:

- Management of Wine Tasmania's members, which comprises ~115 wine producer members and 130 associate members, including developing annual membership information
- In conjunction with the CEO and contract accountant, manage the organisation's accounts payable and receivables
- Assist with logistical and travel arrangements for member workshops, tastings and events
- Maintain and update Wine Tasmania's website
- Provide input to Wine Tasmania's monthly e-newsletter (utilising Mailchimp)

- Prepare updates and reports for Wine Tasmania's Board and marketing committee
- Database maintenance and management, including membership, media and event databases
- Provide general administration duties, including answering the phone, general correspondence, filing, photocopying, collation and distribution of Board papers etc
- Assist the Company Secretary (CEO) in fulfilling statutory reporting requirements
- Undertake other duties as directed by the CEO of Wine Tasmania

Required Qualifications and Skills:

Essential:

- Excellent communication skills - written and verbal
- High level of organisation
- Finance / accounts payable & receivable experience and expertise (MYOB AccountRight)
- Computer proficiency (Microsoft Windows)
- Attention to detail
- Time management
- Outcomes focused
- Willingness to tackle challenges and ability to solve problems

Desirable:

- Experience in a non-profit and / or membership organisation
- Financial and budgeting knowledge and experience
- Local wine or wine tourism knowledge
- Professional relationships with wine or complementary businesses

To Apply:

Applications close on Sunday 5 December 2021. Applications addressing requirements listed above can be sent in confidence to Sheralee Davies, CEO, on sdavies@winetasmania.net.au.

CONTACT US
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WINETASMANIA.COM.AU