

BUSINESS ADMINISTRATION MANAGER – Bradman Centre Bowral, NSW

About the Organisation

The Bradman Foundation, a non-profit charitable trust, was established in 1987 with the full support of Sir Donald Bradman AC to promote cricket as a valuable cultural and sporting force within the community. The Foundation prides itself on being the heritage custodians of cricket. It preserves the heritage of the game while delivering Sir Donald Bradman's commitment to the future of the game through development at youth level and within the wider community.

The Foundation is administered by a Board of Directors, employs up to 20 staff in the Bradman Centre Bowral and is a major anchor tourist attraction in the Southern Highlands.

About Bowral, NSW

Bowral is the largest town in the heart of the Southern Highlands which is a mere one and a half hours south of Sydney. The town has effective transport links north to Sydney and south to Canberra.

The local Bowral Hospital, across the street from the Bradman Centre, is a major Rural Hospital which provides a wide range of services including general medical, emergency services and much more. The region has a wide choice of educational facilities: public, catholic and private K-12 schools, TAFE and a branch of the University of Wollongong.

About the Role

The Bradman Centre is looking for a dynamic Business Administration Manager responsible for the management and finances, staff and volunteers and events as well as general administration of the Centre.

The ideal candidate will have senior corporate administrative management experience in a small business, commercial setting or similar. Demonstrated understanding of business compliance, writing financial reports /budgets, experience in the development and management of staff and strong communication skills are essential elements of this role.

The successful candidate will be flexible with hours of work during high trading periods and the cricketing season. The position reports directly to the Chief Executive Officer of the Bradman Foundation.

Key Competencies

- Demonstrated knowledge of the Southern Highlands and the history of Cricket
- Knowledge of business practice and experience in the management of a commercial centre
- Well-developed interpersonal skills and the proven ability to lead and work as part of a team
- Demonstrated success in the development and management of community services and event management
- Demonstrated experience in business modelling to generate income and sustainability
- Demonstrated high level of written and oral communication across all modes and audiences
- High level computer literacy including: financial software, payroll, Eftpos payment software, Microsoft Office and Outlook
- Knowledge of digital content management systems, graphic skills with the Adobe Creative Suite and social media would be an advantage
- A passion for Cricket is desirable

Salary Package: Negotiable

Position Status: Permanent full-time

Hours of Work: 38 hours per week

Closing: 31 December 2017

Application Process:

Please forward letter of introduction, brief resume, and a response explaining how you have demonstrated the Key Competencies to info@bradman.com.au. Your total application should not exceed four pages.

COURAGE | HONOUR | HUMILITY | INTEGRITY | DETERMINATION



BRADMAN CENTRE
16 St Jude Street, Bowral NSW 2576 Australia
+61 2 4862 1247
store@bradman.com.au | info@bradman.com.au
www.bradman.com.au

