DOGS ACT is a ‘not for profit’ organisation and is the controlling body for dog sports in the Australian Capital Territory and is a member of the Australian National Kennel Council.

DOGS ACT seeks the services of an experienced Administrator who will be responsible for providing support to the DOGS ACT Executive and Council and will be central to all of DOGS ACT’s operations.

**Key functions:**

* Provision of customer services to Dogs ACT Members, Affiliates and Members of the Public;
* Strong focus on client service and staff training and management;
* Provision of direct support to the Council of Dogs ACT including the ability to provide agenda and briefing papers as well as minute taking; and
* Maintain a strong relationship with Dogs ACT’s key external contacts including the ANKC, other Canine Councils, the external accounting service contractor, the ACT Government and EPIC.
* A good knowledge of ANKC rules and regulations as they apply to breeding, conformation showing and dog sports an advantage, or the ability to apply rules and regulations as they apply to the functions of DOGS ACT.

**Key Attributes Required**:

* Strong written and verbal communication skills;
* Knowledge of office management systems and procedures, and basic accounting principles;
* Proficiency in MS Office Suite of applications and the ability to use a range of computer programs, external databases, including XERO, as well as the capacity to apply basic web page management skills;
* Ability to prepare business plans and grant proposals;
* Excellent time management skills, organisational skills and including the ability to problem solve; a keen eye for detail, ability to multitask and work to deadlines
* High level of integrity and regard for confidentiality;
* A self-starter with the ability to work without direct supervision;
* An understanding and/or appreciation of the functioning of a not for profit and volunteer based organisation;
* The applicant must demonstrate a good understanding of ANKC functions pertaining to a state member body.
* The applicant must demonstrate a good understanding of DOGSACT affiliates and their workings concerning the various dog sports they conduct.
* The applicant must demonstrate a strong skill set concerning client and stakeholder engagement with DOGSACT internal and external clients.

**Other relevant information:**

* Salary to be negotiated on experience level. The job will be part time hours, to be negotiated with the successful candidate. Salary will range between $30,000 and $35,000 dependant on hours and experience.
* Applicant will require their own transport as the office is not on a regular bus route, there is free parking on site.
* Successful applicant must undergo relevant Police checks and hold Australian citizenship

**Contact Details**

* Further information on the position can be obtained by contacting Simon Mills, President DOGSACT – on 0417 466 673 between 6.00pm and 9pm ONLY
* Applications for the position, including a current CV, should be lodged with Dogs ACT by no later than COB, 6 July 2018.

Applications may be lodged by email to [admin@dogsact.org.au](mailto:admin@dogsact.org.au)