



Events and Membership Coordinator

Vicsport

SPORTSPEOPLE
RECRUITMENT



- **Provide support across the organisation**
- **Play a key role in event logistics**
- **Opportunity to work with various industry groups**

About Vicsport

As the peak body for sport and recreation in Victoria, Vicsport plays a key role leading industry-wide, organisational and people development through a range of events, activities and innovative professional development programs.

Sport and recreation is the single largest community sector in the state. For over 30 years Vicsport has represented the sector providing advice, leadership and support to its members and the broader sports community. The sector includes 16,000+ clubs and associations and an estimated 3.9 million participants, paid staff and volunteers who make a significant contribution to the social, physical, mental and economic wellbeing of Victorian communities.

Vicsport's vision for Victorian sport is a thriving Victorian sports industry, which is well resourced, well governed, innovative and inclusive. Vicsport provides benefits to members and stakeholders by connecting, informing, supporting and enabling sporting organisations to provide opportunities for sport to play a role in the lives of all Victorians.

Why work for Vicsport?

Vicsport has a great workplace culture, with an amazing team who are passionate about supporting Victorian sport and recreation. With the Vicsport 'team approach' to project management, you will be involved in a diverse range of projects across a variety of sports, with access to key members of State Sporting bodies. All staff are invited to attend Vicsport events as part of professional and career development. Vicsport is committed to a gender diverse workplace, with flexible and family friendly work arrangements and hours available. The Vicsport Office is located at Sports House (MSAC), in the heart of the Melbourne Sporting Precinct and staff are provided with free parking and subsidised gym membership at the Melbourne Sports and Aquatic Centre.



Events and Membership Coordinator

Reporting to the CEO, the Events and Membership Coordinator is the first point of contact for all industry stakeholders and member related enquiries and will support all projects across the organisation with a focus on events and membership.

Vicsport hosts 20-30 events per year, catering to various industry groups from students to executives as well as suppliers and stakeholders. This role will play a key function in event management and delivery, to support the Vicsport team in delivering high quality events. Tasks range from organising the venue and catering, overseeing event registrations and enquiries, and event bump-in/out on the day.

To be considered for this role you will be a personable go-getter, ideally with experience in customer service, office administration and/or event management either from within the sport/recreation sector or in a busy corporate environment. You must be comfortable conversing with a various range of stakeholders whilst providing outstanding service to all. A tenacious attention to detail is essential, along with the ability to problem-solve and prioritise multiple and varied tasks simultaneously to meet deadlines in a fast paced environment.

This diverse role is the central hub for all Vicsport activities and will suit a proficient administrator who is highly organised with initiative, enthusiasm and the ability to write both inward and outward professional correspondence and reports for various mediums and audiences. Tertiary qualifications in Business or Sport Administration would be an advantage.

This is a unique opportunity to be part of a collaborative team environment with the potential to grow within the organisation.

If you want a career which helps make Victoria the best place to work in sport and help shape an industry we all want to be part of, then we encourage you to apply.



Key Areas of Responsibility

Office Management

- First point of contact for enquiries, providing professional and timely responses.
- Managing the main email inboxes and the office phone line.
- Oversee office operations and supplies, while improving office systems.
- Provide tech support and assistance for any issues that arise.

Administration Support to CEO and Board

- Manage administrative tasks (e.g., calendar management, board surveys), for the CEO and Board as required.
- Responsible for monthly reporting, including the Dashboard report.

Event Coordination

- Supporting the Vicsport team in running events, either online, hybrid or in-person.
- Oversee all Vicsport events from beginning to end (i.e., venues, catering, bump in & bump out).
- Maintain the Vicsport event calendar (internal and external).
- Manage the registration process, event enquiries as well as pre and post event communications.
- Deliver post-event reporting based on feedback surveys and team debrief meetings. Ensure all events are delivered to a high standard, on time and to budget.
- Work closely with the CEO, Marketing and Communications Manager and Government partners to deliver the annual Victorian Sport Awards.

Membership

- Maintain ongoing communication with members in a professional and timely manner including provision of industry information and membership benefits.
- Work with the Marketing and Communications Manager to produce membership promotion materials, including the monthly *Sportsview* newsletter.
- Effectively onboard new members and support annual membership renewals, ensuring accurate capture and maintenance of membership data on the Vicsport website and database.
- Work alongside the CEO to seek out new members across all membership categories.
- Support the up keep of the Vicsport website.



Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

Essential

- Great communication skills; comfortable liaising with a variety of stakeholders at all levels.
- Sound knowledge of the Victorian sporting industry.
- Excellent organisational and administrative skills.
- Is adaptable and can think on their feet to solve problems.
- Can work well as a team or autonomously to deliver high quality events.
- Has some event management skills. Capable of coordinating logistics for a variety of events including venue and catering arrangements, bump in/out, and administration support. Thrives at problem solving under deadlines to lead to the successful administration of events.
- Experience with a membership database.
- Certificate or degree qualifications in Business or Sport Administration would be an advantage.

Hours of Work

This is a full time position. Due to the nature of the sports industry, some evening and weekend work will be required from time to time.

Flexible working arrangements are available.

Location and Travel

The position is based at the Vicsport Office in the heart of the Melbourne Sporting Precinct at Sports House (MSAC), 375 Albert Rd, Albert Park. A small amount of travel throughout Victoria may be required to attend various meetings, programs and events.

Remuneration Guide

A market competitive remuneration package will be available to the successful candidate, depending upon skill level and experiences. Additional benefits include free parking and subsidised gym membership at the Melbourne Sports and Aquatic Centre.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment via phone prior to applying.

Residency & Immigration

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.

Website & Social Media

For more information and news items on all facets of activities, services and programs, visit:

Vicsport website: vicsport.com.au

Facebook: facebook.com/vicsport

LinkedIn: linkedin.com/company/vicsport

Instagram: instagram.com/vicsportau

Timelines

Final interviews and the appointment of this role are scheduled for December, 2025.

The successful candidate would be expected to commence duties ASAP (by negotiation), mindful of notice periods, the holiday period and general availability.



Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.

Applications Close:

5pm Wednesday 3 December 2025

Candidates must complete and submit the COMPULSORY **Sportspeople Recruitment Application Form** at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

Apply to

Your application should be sent electronically via the "apply now" link at the advertisement via sportspeoplerecruitment.com/jobs

Enquiries

In the first instance general enquiries should be directed to **Angelique Everett on 0401 659 024** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via admin@sportspeoplerecruitment.com.

About Sportspeople Recruitment

The Events and Membership Coordinator, Vicsport search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 29 years in 2025 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers. We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Vicsport as the exclusive search partner for the Events and Membership Coordinator position.

Globally connected - locally owned - since 1996

Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. Believe in yourself and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.





VICSPORT