



AUSTRALIAN MATHS TRUST

Position title:	Administrator - Olympiads and Pathways
Reports to:	Manager - Olympiads and Pathways
Positions reporting to role:	Nil
Position term:	0.8 FTE, 12-month contract (extension to be reviewed)
Travel required:	Travel and attendance at camps/events will be required from time to time
Effective date	As soon as possible

Position Purpose

The Australian Maths Trust (AMT) is the peak body for mathematical problem solving in Australia and operates a series of programs and competitions designed to develop a nation of problem solvers. The AMT is seeking a skilled administrator with a strong work ethic and attention to detail, who can assist us in delivering the AMT's Olympiad and pathways programs.

The AMT's Olympiad programs drive the performance of Australian teams competing at the International Mathematical Olympiad (IMO), International Olympiad in Informatics (IOI), European Girls Mathematical Olympiad (EGMO), and European Girls Olympiad in Informatics (EGOI).

The Administrator - Olympiads and Pathways will administer the four (4) key areas of the Olympiads and Pathways stream at the AMT:

- Maths Olympiad Programs (IMO & EGMO)
- Informatics Olympiad Programs (IOI & EGOI)
- Pathway programs and opportunities (to be further developed); and
- AMT Alumni Program

The Administrator - Olympiads and Pathways supports the delivery of program outcomes by working closely with the Manager - Olympiads and Pathways, Directors of Training (Mathematics and Informatics), Team Leaders, Deputies, Observers, and casual staff. The role may also involve coordinating personnel for camps, training schools, and events as required.

Principal Duties

- Provide general administrative support, including document management, record keeping, correspondence handling, and meeting coordination

- Act as a first point of contact for enquiries from participants, schools, partners, and other stakeholders
- Provide administrative support for AMT's Olympiads and Pathways programs in Mathematics and Informatics
- Provide administrative support to the AMT Alumni program
- Support AMT State Directors and Directors of Training in the delivery of programs and activities
- Administer domestic Olympiad competitions, national training schools (attendance may be required), and external contests
- Provide administrative and operational support for Australian teams competing in international events, including logistics, preparation requirements and event attendance
- Provide administrative support for events, including registrations, scheduling, communications, and post-event follow-up
- Work closely with Australian Science Innovations (ASI) to deliver the Australian Olympiad Teams Announcement (AOTA) ceremony and other events as directed
- Maintain accurate records and databases relating to participants, alumni, events, and competitions
- Maintain accurate and up-to-date information on the AMT website
- Assist with routine financial administration, including invoice processing, expenditure tracking, and support for financial reporting
- Assist in gathering information and data for reports to government and corporate partners and sponsors
- Support HR and compliance functions, WWVP checks, WHS, privacy, and child safety requirements
- Undertake other duties as reasonably requested by the Manager - Olympiads and Pathways, Director - Olympiads and Pathways, or the CEO

Required Skills

- Demonstrated experience in program or operational administration, including planning, coordination, and process support
- Strong organisational and administrative skills, with the ability to manage competing priorities, workloads and deadlines
- Well-developed written and verbal communication skills, with the ability to communicate professionally with a range of stakeholders
- Proven ability to build and maintain effective working relationships with internal and external stakeholders
- Ability to identify risks for staff and minors
- Ability to work autonomously as well as collaboratively within a small, fast-paced team environment
- High level of attention to detail, initiative, and a proactive approach to problem-solving

- Proficiency in Microsoft 365 and other digital systems, with the ability to quickly learn new tools and platforms

Competencies

- Current WWVP (or ability to obtain)
- Current Senior First Aid & CPR (or ability to obtain)
- National Child Safety Training (or ability to obtain)