



## Career Guides

## Sports Administrator

Sports Administrators manage all kinds of different organisations. Their role consists of promoting their organisation's sporting or recreational activities, seeking corporate sponsorship, and establishing rules and policies.

### Where You Might Work

Due to the varying work Sports Admins do, they can end up in many different locations, including:

- > Gyms

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- > Community clubs and organisations

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- > Professional sporting clubs

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- > Professional and amateur academies

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- > Stadiums

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## Key Responsibilities

The role of a Sports Admin will look different in every organisation. The most common responsibilities include:

- › Planning and managing events.  
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- › Implementing marketing and promotional strategies.  
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- › Recruiting and managing staff.  
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- › Ensuring the standards and codes of the organisation are upheld.  
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- › Monitoring the progress of new initiatives and activities.  
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- › Maintaining or improving the sporting facilities of an organisation.  
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- › Ensuring business needs for players and staff members are met.  
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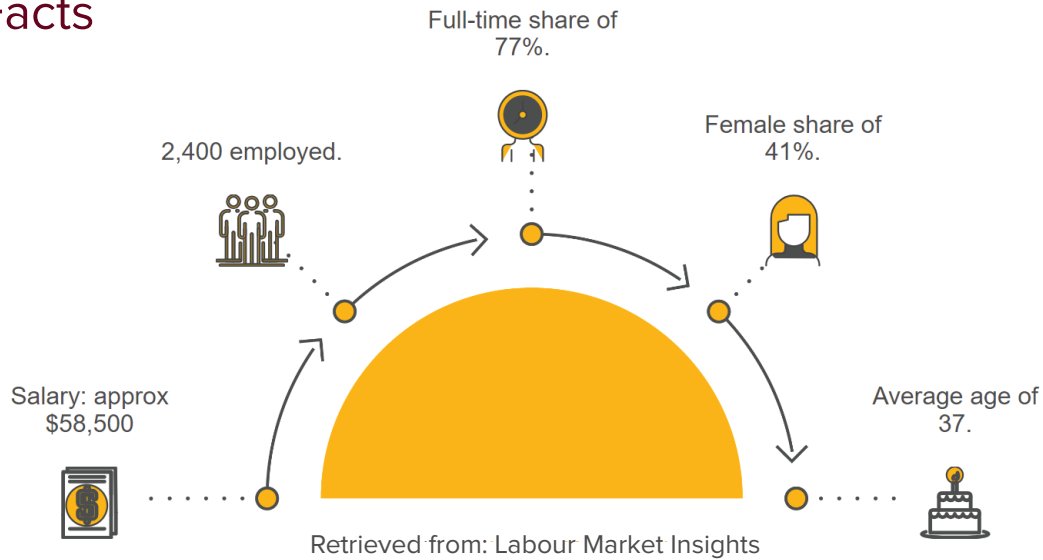
## The Attributes and Skills You Will Need

Most Sport Administration roles will require attributes such as:

- › Possessing strong leadership skills and the desire to lead.  
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- › Possessing strong communication skills, both digitally and in-person.  
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- › Having a sound knowledge of applications such as Word, PowerPoint, and Excel.  
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- › Having a sound knowledge of an array of sports.  
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- › Being well-versed in traditional and digital literacy.  
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## Quick Facts



Salary: the average salary for a Sports Administrator in Australia is \$58,500, according to glassdoor.com.au.

## Qualifications

The course list provided includes options that involve both VET courses and tertiary education. It is important to consider which pathway would be the best option for you.

Course	Potential Career Opportunities	Further Qualifications	Duration and Number of elements/units
Bachelor of Business Management	Opportunities within our industry include: <ul style="list-style-type: none"> <li>● Sales and marketing at sports clubs</li> <li>● Event management</li> <li>● Sport tourism</li> </ul>	n/a	3 years full-time 6 years part-time
Certificate II, III, and IV in Sport, Aquatics, and Recreation (SIS40122)	Provides a pathway to any type of sport, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations.	n/a	Certificate IV contains 17 units recognised by the Australian Qualifications Framework (8 core units, 9 elective units).
(Not currently delivered by RTOs in Queensland)			Both the cert II and III will be covered in the content of the cert IV, so we recommend studying the cert IV to give yourself all 3 qualifications.



## Additional Qualifications

> First Aid Check

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> CPR Certificate

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> Membership with the Sport Management Association of Australia and New Zealand

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