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| **POSITION DESCRIPTION – LEAGUE ADMINISTRATOR** | |
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| **SECTION 1 – POSITION OVERVIEW** | |
| **POSITION TITLE:** Executive Officer – X Football league  **TYPE of EMPLOYMENT:** Honorarium/Contract/Part time | |
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| KEY FOCUS OF THE ORGANISATION (League Vision): | |
| To enhance regional communities through having professionally run football competitions where participants are able to develop within a team in a safe, well governed and successfully administered environment. | |
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| **KEY FOCUS OF THIS POSITION** (Why this job exists): | |
| To oversee the operations of the X Football League, be they key liaison between the Clubs and the WACFL and to provide operational support to the League Executive Committee. | |
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| REPORTING RELATIONSHIPS | |
| **POSITION REPORTS TO:** | President X Football League |
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| **ROLE EXPECTATIONS:** | |
| The following is an overview of expectations required of whomever fulfils the position;   * Secretarial duties (in conjunction with an elected board member) * Treasurer duties (in conjunction with an elected board member) * Media/Promotion duties (including social media) * Sponsorship Management (in conjunction with an elected board member) * Competition management duties, including; * Footyweb management * Competition Management * Fixturing * Tribunal Management * Coordinate League meetings and key events * Attend identified Professional Development opportunities and coordinate Professional development opportunities for League and Club volunteers. * Coordination of Representative Football program | |

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| SECTION 2 - KEY RESULT AREAS (KRA)/KEY PERFORMANCE INDICATORS (KPI’S) | | | |
| **KRA’S - WHAT IS PERFORMED** | | **KPI’S - WHAT WILL BE ACHIEVED** | |
| **Competition Management** | | 1. Footyweb management  * Competition Management * Fixturing * Transfers & Permits * Registrations * Player Points System  1. Manage League Tribunal process 2. Manage Match Day Paperwork 3. Manage League Investigations, Sanctions & Penalties 4. Other Competition Management requirements | |
| **Secretarial duties**  *(in conjunction with an elected member)* | | 1. Assist with the coordination and running of the League including;  * Coordination of League meetings including bookings, agendas, minutes & correspondence  1. Provide assistance to the committee as required 2. Manage the Leagues Rules and regulations | |
| **Treasurer duties**  *(in conjunction with an elected member)* | | 1. Assist with the coordination and management of the Leagues financials including;  * Preparation of financial documents including an annual budget * Banking * Reporting for league meetings * Taxation requirements * Application of member levies * Invoicing * Manage payments | |
| **Media/Promotion duties, including social media** | | 1. Ensure all league media platforms and website are maintained in a professional manner and positively promote the Leagues in a professional manner. | |
| **Sponsorship Management**  *(in conjunction with an elected member)* | | 1. Assist with the sourcing, coordination, and management of the League sponsors. 2. Ensure the League meets the WACFL’s recognition requirements for its identified sponsorship partners | |
| **Professional Development** | | 1. Attend and contribute to identified professional development opportunities as identified by the League and WACFL 2. Coordinate professional development opportunities for members | |
| **Representative Football Program**  *(in conjunction with an elected member)* | | 1. In conjunction with the League, plan, promote and coordinate the Leagues Representative program including;  * Identifying and preparing a budget * Manage communication between coaches & clubs/players * Meet key competition timelines * Facilitate travel and accommodation bookings | |
| **League Events** | | 1. Planning and coordination of key League events including;  * Annual General meeting * League Best & Fairest * Grand Final | |
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| **SECTION 3 - COMPETENCIES REQUIRED FOR THIS POSITION:** | | | |
| **1.Technical Knowledge**  General knowledge of the football industry and the various stakeholders. | | | **6. Initiative**  Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities. |
| **2.Computer literate**  Advanced knowledge of Word, Excel, Internet, Outlook, PowerPoint and Footyweb or alternative membership software programs. | | | **7. Planning and Organising**  Ability to organise and prioritise a course of action for self and to accomplish goals. |
| **3.Effective Communication**  Ability to clearly convey information and ideas through a variety of media, including presentations at meetings, in a manner that engages the audience and ensures comprehension of the message. | | | **8. Analytical Power**  Ability to identify priorities, issues and potential problems by integrating information from different sources and drawing logical inferences and valid interpretations from the data. |
| **4.Client/Stakeholder Focus**  Ensuring stakeholders and clients are always properly serviced. | | | **9. Judgement**  Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account. |
| **5. Teamwork**  Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals. | | | **10. Problem Solving**  Ability to recognise a problem, identify possible causes, generate alternative solutions and select the most appropriate course of action giving full consideration to all factors. |
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| **EXPERIENCE REQUIRED TO UNDERTAKE THE POSITION:** (Essential or Desirable) | | | |
| * A sound understanding of WA Football structure and system. (D) * A sound understanding of the X Football League and its structure (D) * Relevant tertiary qualification or equivalent sporting industry experience. (D) * Knowledge of the Footyweb Membership Registration System (D) * Ability to lead and interact confidently with groups of participants and stakeholders. (E) * Demonstrative ability to innovate. (E) * Strong Computer literacy, along with Social Media comprehension. (E) * Able to work after normal business hours and on weekends. (E) * Current WA Drivers Licence. (E) * WWC card. (E) * Excellent written and verbal communications. (E) * Demonstrated ability to operate under pressure situations whilst achieving outcomes. (E) * A self-motivator, who achieves results autonomously or via teamwork. (E) * Good customer relationship skills. (E) | | | |
| **TERMS AND CONDITIONS** | | | |
| **Remuneration:** |  | | |
| **Term of Appointment:** | The position is a one-year appointment commencing on the XX/XX/XXXX and concluding at the following League Annual general meeting. If both parties are in agreeance the term may be extended for a further year at its initial completion. | | |
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