



Albury Wodonga Football Association Inc

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JOB TITLE

Association Administrator

OBJECTIVE

The Association Administrator is primarily responsible for all administrative & operational duties and provides the coordinating link between members, the Executive Committee (EC), the Management Committee (MC) and other primary stakeholders.

RESPONSIBILITIES

Administration

- Lead and manage all day-to-day administrative and business-related requirements across the Association.
- Provide secretarial support to the committee, including:
 - Preparing agendas in consultation with the President and Secretary
 - Prepare minutes of all Executive Committee and General Meetings of the Association distribute them in accordance with the Association's Constitution.
 - Maintain registers of members' details plus life members and sponsors.
 - Establish a meeting schedule for General and Executive Committees for the current year
 - Acts as Minute Taker for all General Committee Meetings.
 - Manage ground use pertaining to the Association, including MiniRoos & Representatives
 - Provide administrative support to the MiniRoos & Women's Sub-Committees
- Provide secretarial support to the association for its AGM including:
 - Providing notice to members
 - Organisation of event operations
 - Administration of election processes
 - Creation and distribution of an Annual Report to clubs, key stakeholders, and Life Members
- Liaising with local councils, regional committees State and national governing bodies
- Provide administrative support to EC members.
- Booking of events and meetings
- Assist EC members with administrative and operational support for events i.e., FA Cup Final & AWFA Grand Final day.
- Receive all correspondence directed to the Association, inform Secretary and President, react, follow up and distribute to appropriate members.
- Provide administrative and operational support to club committees.

- Working with FNSW and/or FV to host and facilitate Community & Advanced FA Coaching Courses (i.e., C/B Licence, MiniRoos Certificate)

Marketing

- Manage the Association website and social media, including but not limited to:
 - Developing of digital marketing content
 - Updating of news where required
 - Communications
 - Updating of governance documents/forms

Governance

- Assist clubs in the development and submission of grant applications.
- Update and create AWFA forms.
- Maintain an accurate copy of the Rules, By-Laws of the Association & other governance documentation (i.e., Position Descriptions, Club Operations Manual).
- Be familiar with the roles of the Association, Competition, FV, FNSW, Riverina and any other body that has governance.
- Keep up to date on all current and upcoming grants available to both the Association and Member clubs.
- Ensure all licenses and/or registrations required by the Association are current.

Competition Management & Development

- In collaboration with the Registrar and Recorder, manage the creation of draws for the AWFA competitions.
- In collaboration with Resources, manage the MiniRoos program, including but not limited to:
 - Creation of draws and coordination of competitions.
 - Distribution of relevant information
 - Development of the MiniRoos program i.e., resources, MiniRoos Certificate courses
 - Provide assistance to club MiniRoos Coordinators where required.
- Manage ground bookings for AWFA competitions.

Strategy

- In collaboration with the EC, ensure that the current Strategic Plan is progressing and updated where required.
- Continue to lead strategic thinking in order to advance the Association toward its short-term and long-term goals.
- Conduct Strategic audits where required to ensure that the Association, its Member clubs, and key stakeholders are advancing toward its short-term and long-term goals

RELATIONSHIPS

- Executive Committee, Management Committee, Club Presidents, and Secretaries
- MiniRoos Coordinators
- Will be the key point of contact with Football NSW (FNSW), Football Victoria (FV), Riverina Branch and other external stakeholders.

ACCOUNTABILITY

The Association Administrator is accountable to the President of the Executive Committee.

KEY SELECTION CRITERIA

- In general, you will need to demonstrate the following:
 - A strong interest in Sport and an awareness of the issues affecting the Football Community
 - Ability to work productively independently and as part of a team.
 - An understanding of the restraints of a primarily volunteer-based industry
 - Good IT and administrative skills and a high level of attention to detail
 - Commercial awareness and a professional approach
 - A high degree of self-motivation and a drive for change and improvement
 - An enthusiastic personality and resilience to deal with uncertainty.
 - The ability to build and maintain effective relationships and to communicate well with a variety of people.
 - Good planning, organising and time management skills.
 - The ability to work well in a team, in a dynamic and customer-focused environment.
 - The ability to project a positive image of Football to people at all levels.
- A degree in Administration or Sports Management will be highly regarded.

OTHER INFORMATION

- Working hours can be unsocial and may regularly include evening and weekend work, which peaks at the time of Season commencement, tournaments, or other major events.
- Role will be under a flexible/working from home arrangement.
- Travel may be required to surrounding regions.

SALARY & OTHER BENEFITS

- The Association Administrator falls under the Clerical and Administrative Grade 6 of the Sporting Organisation Award
- You will be provided equipment to perform your role, including but not limited to:
 - Laptop & printer
 - AWFA uniform
 - Mobile phone
 - Other clerical equipment as required.
 - Out of pocket expenses