



Position Description

Position Title	Administration Officer
Work Area:	Functions, events, publications, stakeholder servicing and general administration
Reports to:	CEO
Employment Status:	Full-Time (38 hours a week) – will include work in evenings and weekends as required
Classification Grade:	Officer
Key Objectives:	The role of the Administration Officer is vital in the delivery of the quality products and service the organisation aims to achieve. The key objectives will be focused on servicing stakeholders, coordinating functions and events, managing publications, archives and history, and general administration incorporating a high level of detail. The football and netball administration will be a strong focus and balancing multiple tasks while maintaining attention to every detail will be essential. The position will require working closely with all staff members across all areas including but not limited to, finance, revenue, marketing, communications, operations and strategy.

Duties of Employee

Position Overview:

The SFL has developed a position of considerable strength and standing in the delivery of community sport in netball and Australian Rules football.

Each season the league conducts in excess of 900 football and netball matches involving more than 100 teams and over 4000 registered players.

The League is seeking a full time Administration Officer to continue to deliver the quality products and service the organisation aims to achieve.

The role of the Administration Officer is considered critical to the effective operation of the league.

The Administration Officer will be directly responsible for the following key areas:

1. Coordinate all publications to a high quality standard that presents the Southern Football League as the premier senior football and netball competition.
2. Organise and coordinate all functions and events that deliver a professional yet comfortable and enjoyable atmosphere for all stakeholders.
3. Coordinate and process all football and netball administration with a high attention to detail in relation to match voting and awards.
4. Support member Clubs with their enquiries and assist staff on occasions as required.

Key Responsibilities:

- Best Conducted Club
- Suppliers
- Publications ie Football/Netball Record, Annual Report
- Stakeholder relations
- Functions/Events
- Football/Netball match administration ie voting, awards, VNA registration
- Accounts Payable, Filing
- Administrative support to other staff

Essential Job Functions:

GENERAL ADMINISTRATION

- Ensure the collection and distribution of mail.
- Support the clubs with their enquiries.
- Coordinate and distribute match day apparel including purchasing and provision to clubs.
- Manage the Best Conducted Club program including collating information, recording points and liaising with clubs.
- Manage the updating of League Honour Boards, Life Members and general League history information.
- Coordinate preparation of the Annual Report.
- Other administrative tasks as they arise.

PAYMENT OF ACCOUNTS

- Preparation of accounts payable including umpires and honorariums.
- Account reconciliation for major suppliers.
- Filing of all accounts.

MEDIA – FOOTBALL/NETBALL RECORD

- Coordinate the production of the Football/Netball Record.
- Appoint and oversee media correspondents.
- Develop content that is applicable to the SFL calendar.
- Compile all club team lists and information.
- Liaise with suppliers and advertisers regarding bookings and artwork.
- Calculate weekly goal kicking tallies.
- Liaise with publishers on layout, design and edit the proofs through to the final copy.
- Coordinate delivery and collection locations for clubs.

FINALS / FUNCTIONS/ EVENTS

- Organise and prepare weekly gate floats for Finals Series venues.
- Organise all trophies and premiership flags.
- Manage the preparation and scripting of running sheets.
- Coordination of Final Series presentation procedures.
- Coordination of all SFL functions/events.
- Liaise with and secure event venues, MC, attendee and guest lists.
- Coordinate the seating of VIPs, the Board and attendees at all SFL functions.

NETBALL / FOOTBALL

- Process all VNA registrations and payments.
- Process and verify match day paperwork post match ie team sheets.
- Collate and process Best & Fairest votes.
- Confirm netball umpire appointments and process payment.

Accountabilities, Measures and Outcomes:

- Operate the league's activities within the required expenditure budgets.
- Support staff and volunteers in delivering a quality product.
- Consistent and timely output of quality information for SFL publications.
- Accurate and timely management of all payables.
- Coordinate and process all football /netball administration with attention to detail.
- Demonstrated effective working relationship with members of media.
- Effective working relationship with all stakeholders.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.