



# POSITION DESCRIPTION

Position Title	Ballarat FNL Administration Officer
Reporting To	BFNL General Manager
Employment Status	Fixed Term / Full Time

## About the League

The McDonalds Ballarat FNL is the major football and netball league in Ballarat and surrounds, catering for competition across all age groups and demographics. The league is a progressive organisation looking to maximise participation for all members of the community.

## About the Role

The role of administration officer is to support the operations and management of all Ballarat FNL competitions, and other leagues through the season.

A level of independence and ability to work alongside competition managers is a must and is well suited to candidates looking to gain experience in the sports management/administration field.

## Terms

The role is for a fixed period commencing early May 2022 through to 31<sup>st</sup> October 2022. The opportunity for this role to be ongoing after this date will be considered at the end of this term.

## Key Roles and Responsibilities

### Paperwork & Data Entry

- Sorting of weekend official league matchday paperwork
- Audit of matchday paperwork with competition management systems (PlayHq and Netball Connect)
- Management of competition management tools and databases
- Providing assistance to competition managers to address issues from previous weekend games.

### Match Review Assistance

- Coordinating match review vision and MRP referral processes
- Acting as league contact for tribunal processes with clubs and other stakeholders.

### Events & Functions

- Providing assistance in the planning and running of league events and awards nights

### Other Duties

- General administration duties as required to assist competition managers.
- Provide assistance and coordination to BFNL media staff.