



Ballarat Football Netball league Inc

POSITION DESCRIPTION

Position Title	Ballarat FNL Administration Officer
Reporting To	BFNL General Manager
Employment Status	Fixed Term / Part 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 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 April 2021 and finishing late September 2021, in conjunction with the BFNL competition seasons.

Key Roles and Responsibilities

Paperwork & Data Entry

- Sorting of weekend official league matchday paperwork
- Audit of matchday paperwork with competition management systems (SportsTg and My Netball)
- 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.