

GOULBURN TOUCH ASSOCIATION



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Position Description – Senior Competition Administrator

Job Purpose	<ul style="list-style-type: none">The Senior Competition Administrator is responsible for the management of the club's local adult competition.
Job Responsibilities	<p>Primary responsibilities for the role of the Senior Competition Administrator include:</p> <ul style="list-style-type: none">Actively coordinate and manage day to day operations of the club at all times and keep the committee informed of all local competition matters and areas of concern.Liaise directly with the OTA executive on all on-going matters and business.Be the communication link between the club, NSWTA, TFA and other clubs on all local competition matters.Develop all competition draws, enter competition match results and ensure that all matters pertaining to the local competition are provided to team delegates in a timely manner.Possess the ability to write and edit documents for local competition purposes, including but not limited to conditions of entry and local judiciary manual.Should provide leadership and relevant information on all matters pertaining to local competitions to the committee, officials and members.Develop and maintain a sound understanding of the club, NSWTA, TFA code of conduct, rules, policies and guidelines.Foster, promote and where necessary, insist, that all club members respect and abide by the club, NSWTA, TFA code of conduct, rules, policies and guidelines.Provide detailed administrator reports at committee meetings.Where possible to assist the club, NSWTA and TFA in the promotion of touch football in the school systems.Administer updates, news articles and other information on the OTA official website.Liaise with President on all sponsorship/partnership agreements and ensure that all duties are carried out by relevant members.
People Management	Yes – required to support the Leadership Team
Budget Management	No
Reports To	Executive Committee

Note:

- This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.
- The ordinary working hours for the position can include duty on weekends and evenings.
- The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.

JOB HOLDER CAPABILITIES	
Qualifications and Experience	<ul style="list-style-type: none"> • Previous experience in a secretarial or leadership role in a not-for-profit, volunteer based organisation is preferable.
Knowledge and Skills	<p>Ideally the Secretary is someone who:</p> <ul style="list-style-type: none"> • Can communicate effectively • Is well organised and can delegate tasks • Can maintain confidentiality on relevant matters • Has a good working knowledge of the Constitution.