



ADMINISTRATION OFFICER, FC BIRRARUNG

OVERVIEW

FC Birrarung is a community football club based in Princes Park, Parkville and is governed by a volunteer committee of parents. We currently have twenty teams of girls and boys and we value fun, inclusiveness, long term player development and involvement in the local community.

The club is looking for a person to handle the club's communication and administration functions, and to work in conjunction with committee members and volunteers.

The position is available on a part time basis for 2 days a week from mid-January to mid-September 2019. The hours are relatively flexible but may involve occasional evening and weekend work to support the club committee.

RESPONSIBILITIES AND DUTIES

Position Objective:

Enhance administrative efficiency in the running of FC Birrarung (FCB) as an accessible, friendly football club for volunteers, families, players and visiting teams.

Key Responsibilities:

1. Maintain friendly, professional public communications (using MailChimp and WordPress for website updates).
2. Ensure all teams, families and volunteers have the information they need to engage easily with the club (important email addresses, contacts & dates).
3. Support the committee to organise and coordinate functions and events to deliver a professional, comfortable and enjoyable atmosphere for all.
4. Coordinate and process all administration efficiently and effectively. This includes the handling of player registrations, payments and any related liaison with City of Melbourne and FFV.
5. Handle enquiries and provide information to the committee as required (manage the club email account/provide input to committee meetings when requested).
6. Assist with coordination of activities in the pre-season.
7. Prepare grant submissions in consultation with the Committee.
8. Ensure documentation is stored appropriately on the club shared directory.

Selection criteria

Experience and Skills

- Demonstrated experience in an administration role.
- Communications, event support, community engagement and/or stakeholder relationship management in a community sporting club or similar
- Strong verbal and written communication skills using email & MailChimp or similar.

- Experience with web site maintenance would be an added advantage (content management using WordPress).
- Demonstrated proficiency with Microsoft Office (Word, Excel, Outlook, OneDrive).
- Willingness/ability to learn new products when required to support club committee (e.g.: Summer Program and FFV registration systems)
- Proven capacity to support and manage volunteers.

Competencies

- Friendly, approachable and professional.
- Strong initiative and problem-solving skills.
- Strong attention to detail and capacity to coordinate competing priorities.

Must be an Australian Citizen or person eligible to work full time in Australia.

Time commitment expectations

Commencing mid-January to September, 2019 (8 months)

The majority of the work will be undertaken in your home, local café or library with attendance at our Carlton based Tuesday monthly meetings required.

Hours: average of 14 hours per week at an hourly rate of \$25 for 8 months (February - March, 2019 may require up to 20 hours)

Additional hours required in October and November, 2019 to manage registrations and communications for 2019/20 Summer Skills program.

Further information

If you have any questions or require further information please get in touch with FCB Club President – Randall Nodin by emailing president@fcbirrarung.com or call m: 0434 079 446.

To Apply

Applications **close 4pm on Wednesday 12 December, 2018**. Interviews will be held from **9am to midday on Friday 14 December, 2018**. To apply please send a copy of your resume and a brief cover letter outlining your interest, suitability for the role, and your availability for interview.