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| **POSITION DETAILS** |
| JOB TITLE | MANLY UNITED FOOTBALL CLUB - CLUB ADMINISTRATOR |
| LOCATION | 101 South Creek Road, Cromer NSW 2099 – Cromer Park |

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| PRIMARY OBJECTIVE |
| The Club Administrator is responsible for: * Providing support to the Chief Executive, Technical Directors and Board to ensure the efficient operation of the Manly United Football Club (the “Club”).
* Managing all aspects of the Club’s administration to ensure efficient, effective and compliant operations and best practice service and support to our stakeholders.
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| SUPERVISION |
| REPORTING TO: | * Chief Executive Officer
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| DIRECT REPORTS: | N/A |

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| ABOUT MANLY UNITED |
| Based on Sydney’s Northern Beaches, Manly United Football Club provides a pathway for footballers, coaches and administrators to pursue their footballing dreams. The club strives to provide an avenue to compete at the highest level in the state of New South Wales, with the best atmosphere and facilities football can offer.The Club participates in both the men’s and women’s National Premier Leagues, Football NSW (FNSW) Boys and Girls Youth Leagues and Junior Development Leagues. The Club operates a number of development and community programs, working closely with our partner, the Manly Warringah Football Association. |

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| ACCOUNTABILITIES |
| **Key Results Areas** | Tasks |
| **General Administration** | * Maintain database of all players and non-competition program participants
* Junior/Youth player/participant administration: communications, onboarding, payments
* Professional player administration: registration, payments, FIFA/Domestic Transfer Management System
* Coach administration: registration, qualifications
* Contract management (players and coaches)
* Administration of various Competition and Development Programs
* Gear and Merchandise ordering, tracking and distribution (players, coaches, officials)
* Equipment management – acquisition and maintenance
* Management reporting as required
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| **Stakeholder Management** | * First point of contact for parents, players, other stakeholders
* Coordinate all player/parent communications
* Administrative contact for FNSW & Football Australia (FA)
* Engagement with Sponsors and Supporters
* First point of contact for suppliers
* Liaise with Team Managers, Convenors and Volunteers regarding game days, events, rosters and other activities
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| **Technical Department Support** | * Coordinate and manage annual trials
* Game day management - all (match sheets, referees, fixtures)
* First grade home games – coordination, run sheets, personnel, half-time activities, community club involvement, guests and catering
* Coordinate the logistics and delivery of Player of the Match awards
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| **Compliance** | * Coordinate and manage annual licensing and competition entries
* Coordinate and manage annual Club Benchmarking and Standards submissions
* Other liaison with FNSW / FA in relation to sanctions, players, coaches etc
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| **Tournaments****& School** **Holiday Camps** | * Administration of School Holiday Camps
* Assistance with Tournament Administration (~6 per year)
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| **Events & Gear Weekend** | * Provide organisational assistance for special events (eg. Fundraisers, Community Days)
* Organise and manage annual Induction Days, Presentation/Award ceremonies
* Co-ordinate, manage and attend (with gear supplier) a gear hand out weekend in December each year
* Other ad-hoc events as required
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| **Sponsorship & Supporters**  | * Assist CEO and Sponsorship committee in sponsor acquisition, retention and engagement plans and execution
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| **Risk & Compliance** | * Ensures that all processes are followed, and data presented is factually correct
* Personal Data of all Members is kept private
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| **KNOWLEDGE, SKILLS & EXPERIENCE** |
| **Qualifications**  | * Tertiary qualifications in Sports Administration desired
* A Working with Children Check (paid/employee) is compulsory and prohibited persons need not apply.
* Full working rights in Australia
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| **Experience – Desirable**  | * A minimum of 5 years’ experience in sports management or sports administration role
* Understanding and experience in sports (football) administration
* Experience in engaging with a variety of stakeholder groups
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| **Technical - Desirable** | * Excellent written and verbal communication skills
* Strong numeracy skills
* Excellent knowledge of Microsoft Office applications
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| **Personal Attributes** | * Represent Manly United FC with integrity in an honest, ethical and professional manner
* Ability to work with composure under pressure, and be pragmatic and flexible given the often-unpredictable nature of sporting roles
* Commitment to exceptional customer service
* Ability to work well in a team, as well as autonomously
* A pro-active 'can do' approach and multi-tasking skills in a busy environment
* Strong problem-solving abilities
* Ability to prioritise workload
* Collaborative team player
* Ability to act professionally and build trust with your customers and colleagues
* Ability to both take direction and lead projects
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| **RELATIONSHIPS** |
| **Key Internal Stakeholders**  | * Technical Directors and Coaches
* Office Manager
* MWFA staff
* Finance Manager / Director
* Team Managers / Convenors
* Volunteers
* Players and Parents
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| **Key External Stakeholders** | * Football NSW
* Sponsors
* Northern Beaches Council
* Key suppliers such as gear and equipment
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