

AFL SOUTH COAST POSITION DESCRIPTION



<p>Position: Administrations Manager</p> <p>Department:</p>	<p>Date: August 2012</p>
<p>Overview of Role</p>	<p>The Administrations Manager will be responsible for the bulk of the receiving and initiation of correspondence both within the league and externally. This is a crucial role within the committee and involves the ability to communicate effectively through a number of methods. The Administrations Manager is also required to assist the Committee Chairperson in preparing reports and all other activities related to correspondence within the league and externally.</p>
<p>Key Relationships</p>	<p>Reports to: Committee Chairperson</p> <p>Direct Reports: Football Operations Manager</p> <p>Other Key Relationships:</p> <ul style="list-style-type: none"> ➤ Competitions Manager ➤ Umpiring Manager ➤ Representatives Manager
<p>Job/Task Profile</p>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Preparation and distribution of any agendas or other written materials for committee meetings • Attend and record minutes of all committee meetings wherever possible • Receive all correspondence (both by mail and telephone) for the league and ensure all correspondence is forwarded appropriately • Manage the leagues budget and finances • Coordinate purchasing across portfolios (Apparel, Pennants, Trophies & Awards etc.)

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<p>Key Selection Criteria</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ➤ Planning and organisation <ul style="list-style-type: none"> • Able to efficiently manage all correspondence coming into the league ➤ Communication Skills <ul style="list-style-type: none"> • Relates easily to others • Willingness to accommodate other people's points of view • Able to express ideas clearly in a verbal and written manner • Able to clearly understand verbal and written material • Has good presentation skills ➤ Customer Service <ul style="list-style-type: none"> • Able to identify and provide solutions of high standards aimed at addressing customer needs ➤ Attention to detail <ul style="list-style-type: none"> • Accomplishes tasks efficiently by considering all areas involved ➤ Proficiency in Microsoft Office (Word, Excel, PowerPoint & Outlook) <ul style="list-style-type: none"> • Able to create word processing documents • Able to prepare reports using Word and spreadsheets • Able to maintain a contacts database using Excel <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in both working as a volunteer and working with volunteers or volunteer committees • Previous Australian Football experience or other experience in the sports industry
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<p>AFL Values</p>	<p>Our LEGACY: <i>leaving the game and community in better shape for future generations.</i></p> <p><i>Three pillars that support our legacy principle: Accountable, Progressive and Respectful</i></p> <ul style="list-style-type: none"> ➤ Accountable <ul style="list-style-type: none"> • Focus on delivering or exceeding performance objectives • Responsible for our actions and results and do what we say we will • Act with integrity – deal with all people honestly, ethically and transparently • No surprises • Make decisions in a timely manner, even when under tight deadlines and pressure • Be prepared to go the extra mile • Persevere when faced with setbacks ➤ Progressive <ul style="list-style-type: none"> • Strive for constant improvement • Respect the great history of our game and its role in the community but challenge the status quo • Find new and creative ideas to innovate • Focus on the future • Embrace change and new ideas ➤ Respectful <ul style="list-style-type: none"> • Embrace and respect diversity and inclusion – understand and value the differences in every person • Acknowledge the efforts of others • Listen actively and consider other viewpoints • Cooperate with others • Help team or other departments or stakeholders in getting work done • Act with humility and modesty
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<p>Volunteer Rights and Responsibilities</p>	<p>Volunteers have the right to:</p> <ul style="list-style-type: none"> • An orientation to the league • A clear job description • Job satisfaction • Support and respect from the League and co-workers • Guidance from someone who is experienced and well informed • Be involved in decision making • Have access to training if needed • Insurance and safety • Know who they are accountable to and have clearly defined channels of communication open to them • Know what tasks they will be expected to perform and say “no” to tasks they are unable to do or do not want to do <p>Volunteers have the responsibility to:</p> <ul style="list-style-type: none"> • Be sure they have the time to take on the position/task • Be loyal – offer suggestions, but don’t knock other people’s ideas • Be willing to learn – training is essential to any job well done • Keep on learning – Know all you can about your organisation and your job • Welcome supervision – you will do a better job and enjoy it more • Speak up – ask about things you don’t understand • Be dependable – do what you agree to do • Be a team player – respect the function of other staff and treat them fairly • Provide feedback on the work being done
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