



## Riddell District Football Netball League – Administration & Club Support Coordinator

The Riddell District Football Netball League (RDFNL) is a metropolitan football netball league located in the north-west region of Melbourne.

The RDFNL consists of in excess of 200 football and netball teams across a number of different competition with close to 4000 participants.

### Position Overview

The Administration & Club Support Coordinator will be responsible for delivering administration support at League level to the football and netball competitions as well as assisting all 24 member Clubs of the RDFNL with ongoing administration and club support.

This role requires an energetic individual who is looking to establish themselves in the sport management industry.

This position is a part-time/casual role with an initial six-month contract for the duration of the football netball season who will ideally start in early March.

### Position Overview

#### Reports to

- RDFNL Chief Executive Officer

#### Key Relationships

- RDFNL Football Operations Manager
- RDFNL Media & Netball Manager
- RDFNL Board
- RDFNL key stakeholders
- AFL Victoria
- Netball Victoria

#### Administration

- Preparation of agendas and minutes for Board Meetings.
- Assist with football registrations and transfers.
- First point of contact for visitors at RDFNL and phone calls into the office.



### **Home and Away Competitions**

- Assist with the creation and input of fixtures.
- Assist with production of weekly media results.
- Assist with the setting up of Tribunal including loading of vision and liaising with Tribunal Panel.
- Collate all award votes and allocations.
- Assist with production of the weekly Football Record.

### **Finals & Events**

- Assist with the co-ordination of the RDFNL Senior & Junior Final Series'.
- Attend Finals as required to assist with match day management.
- Assist with the planning and co-ordination of the RDFNL functions which include; Season Launch, Bowen & Ryan Medal, Junior Presentation Night and Junior Interleague Jumper Presentation & Photo Night.

### **Interleague**

- Assist with the co-ordination of all Junior Football and Netball Interleague Programs.
- Assist with the logistics of match day, training and travel requirements of Interleague Squads.
- Collation of information required for compliance requirements of AFL Victoria and Netball Victoria for various tournaments and competitions.
- Arrange training programs as required by coaches and match committees which includes, apparel, catering etc.

### **Conditions of Employment**

- A salary package will be negotiated with the successful applicant depending upon relevant experience and skills.
- The successful candidate will need to be flexible in regard to hours of employment with particular reference to the football and netball season, some weekend work during finals and some attendance at evening meetings and events will be required.



## Key Selection Criteria

- Excellent verbal and written communication skills.
- Exceptional attention to detail.
- Experience in development and conducting presentations and training courses.
- Capability to establish and prioritise tasks to achieve desired objectives.
- A preparedness to attend after hours meetings and work weekends when required.
- An understanding of community football and netball.
- Competency on the Microsoft Office suite including; Word, Excel, Outlook and PowerPoint.

## Desired Criteria

- Sports Management / Business Degree
- A knowledge of GameDay and PlayHQ platforms

To apply for this role, please send your CV and a relevant cover letter to RDFNL CEO Jordan Doyle [jordan@rdfnl.com.au](mailto:jordan@rdfnl.com.au)