



POSITION VACANT

JUNIOR LEAGUE ADMINISTRATOR MANLY DJRL

NSW Rugby League has a vision to be “the game for all” delivering excellence on and off the field. There is currently an opportunity for a Junior League Administrator to join the team and be part of the game's exciting future.

THE ROLE

The Competition Administrator will manage the District Junior Rugby League, including all responsibilities relating to the implementation of competitions and administration of the League. The Competition Administrator will be a key focal point for junior league club enquiries and ensuring there is professional communication of all key aspects related to the junior league, including the management of social media platforms.

You will build and maintain strong professional relationships with a wide range of stakeholders within the NSWRL, as well as having informal reporting channels to the District Junior Rugby League Board. We are seeking an effective and confident communicator to positively represent the NSWRL in this important role.

The ideal candidate will display - passion for junior rugby league, attention to detail, commitment, professionalism, consistency, confidentiality, energetic & flexibility/adaptability, integrity, punctuality, stress tolerance/controlled response, teamwork.

The successful candidate has the following demonstrated knowledge, skills and qualifications:

- Strong communication and conflict resolution skills.
- Competency in Windows including Word, Excel, Powerpoint, Microsoft Outlook.
- Knowledge of junior rugby league an advantage
- Knowledge of Sports TG would be an advantage
- Previous experience working with volunteers highly regarded

This is a permanent position, with the successful applicant actively working 38 hours per week, mainly performed between Monday and Friday, plus reasonable additional hours required to fulfil the requirements of the job.

HOW TO APPLY

If you believe you demonstrate the NSWRL's values of “**Professional, United, Courageous and Innovative**” and are interested in this opportunity, please send a covering letter and resume (3 pages maximum) to hr@nswrl.com.au

Applications close at 5pm on 15th February 2019

Position Description

POSITION TITLE: Competition Administrator – Junior Rugby League

DEPARTMENT: Community Football Unit - NSWRL

REPORTS TO: NSWRL Community Football Manager

PRIMARY OBJECTIVE:

The Competition Administrator will manage the District Junior Rugby League, including all responsibilities relating to the implementation of competitions and administration of the League. The Competition Administrator will be a key focal point for junior league club enquiries and ensuring there is professional communication of all key aspects related to the junior league, including the management of social media platforms.

Key Result Area	Major Responsibilities
Competition Management	<ul style="list-style-type: none">• Manage and oversee administrative and operational requirements relating to the District Junior Rugby League.• Manage online platforms for the District Junior Rugby League, such as LeagueNet, Sports TG website, Facebook and e-newsletters.• Work closely with the District Junior League Board and the NSWRL Club and Competition Coordinator (CCC) to develop strategies to improve the operational performance of the District Junior Rugby League.• Lead communication with the District Junior League Board, Junior League Clubs and competition stakeholders.• Assist with the management, production and communication of the competition draw.• Assist with the coordination and promotion of competition rules.• Oversee the District Junior Rugby Leagues LeagueNet requirements, including (but not limited to) registrations, uploading photos and ID's to profiles and working with the NSWRL CCC to review accreditations.• Coordinate ground availability with venue authorities and Councils.• Liaise with local media for media opportunities to promote the junior league.• Assist the District Junior Rugby League Board and NSWRL CCC as required.• Manage the District Junior Rugby League budget.
Building and maintaining key relationships	<ul style="list-style-type: none">• District JRL Board, affiliate bodies and Junior League clubs.• NSWRL Community Football Manager & Community Comp Coordinators.
Representative	<ul style="list-style-type: none">• Represent the Rugby League at all times internally and externally to promote a positive profile, brand awareness and perception of Rugby League within the community.

Corporate Governance & Compliance	<ul style="list-style-type: none"> • Understand relevant policy and planning to ensure individual compliance. • Ensure that all programs and projects operate within the policies and procedures of the NSWRL and District JRL. • Adhere to existing policies and processes to ensure adequate governance and compliance with company standards and regulations.
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Key Challenges	Key Decision Making Authority
<ul style="list-style-type: none"> • Delivery of the Junior Leagues competition management and operations, volunteer interaction. 	<ul style="list-style-type: none"> • The Competitions Officer reports to the Community Football Manager
	Position Dimensions
	<ul style="list-style-type: none"> • Expenditure: Competition management requirement • Staff Reporting Directly: nil direct • Staff Reporting Indirectly: nil

Key Communications	
Internal	External
<ul style="list-style-type: none"> • Community Football Manager • Community Competition Coordinators 	<ul style="list-style-type: none"> • District Junior Rugby League and Executive • District Junior League Clubs • Junior League Referees Associations • Participants & Volunteers • Local Government • Public

Desirable Knowledge, Skills and Experience
<ul style="list-style-type: none"> • Strong communication and conflict resolution skills. • Competency in Windows including Word, Excel, Powerpoint, Microsoft Outlook. • Knowledge of junior rugby league an advantage • Knowledge of Sports TG would be an advantage • Previous experience working with volunteers highly regarded

Employment Conditions
<ul style="list-style-type: none"> • Remuneration will be in accordance with the NSWRL policy • Employer's contributions to Superannuation • Hours of work – Ordinary Hours of Work shall be 38 hours per week, performed between Monday and Friday, plus reasonable additional hours required to fulfil the requirements of the job
Work Health and Safety

- Take reasonable care for the health and safety of yourself and all employees' while at work.
- Acknowledge and understand NRL OHS policy and processes in the workplace at all times.

Verification

This position holder and manager have read the above position description and are satisfied that it accurately describes the position

Manager: Name

Signature

Date

Position Holder: Name

Signature

Date