



Position Description

Title:	EDFL Football Administration Officer (NEW)
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Location:	EDFL Head Office
Reports to:	EDFL CEO
Classification:	Part Time – 1 st March to 1 st October 2024 (24 hours per week) Monday to Wednesday & Weekends as required
Date Prepared:	October 2023

Overview of Role	<p>The Essendon District Football League consists of 37 clubs and nearly 500 teams competing in open age and junior competitions.</p> <p>The Administration Officer works in conjunction with the CEO, Umpires Coordinator and Senior Football Operations Manager to oversee the administration and development of the EDFL competition.</p> <p>The successful applicant is expected to establish and maintain appropriate administration and management practices within the EDFL</p>
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Skills and Knowledge Competencies	Professional Attributes
	<ul style="list-style-type: none"> • Tertiary qualifications in Sports Management or similar qualifications desirable, but not mandatory. • Excellent verbal and written communication and public relations skills. • Strong attention to detail. • High level computer literacy skills. • Preparedness to work flexible hours including weekends during periods when matches are fixtured.
	Personal Attributes
	<ul style="list-style-type: none"> • Passionate about sport. • Proactive. • Approachable. • Self-motivated. • Strong Character. • Team Player. • Strong Work Ethic. • Ability and willingness to work flexible hours and weekends. • Current Drivers Licence • Working with Children’s Check or willingness to obtain.

Job / Task Profile	<p>Administration</p> <ul style="list-style-type: none"> • Co-ordinate and distribute appointments for EDFL competitions under guidance of relevant Umpire Coaches • Registration of New Umpires and Re-registration of existing umpires • Maintenance of Umpires database • Ensure umpire training venue needs are addressed and provided for • Manage the Officials HQ programs to ensure all relevant details are up to date • Various office, administrative and data entry duties • Maintain injury and treatment records • Assist umpires game day with completion of electronic paperwork. • Send out umpire feedback forms • Responsible for all senior match day paperwork and issuing of fines • Responsible for ordering all trophies, medals, cups and pennants for all Junior and Senior competitions.
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Job / Task Profile	<p>Home & Away Season</p> <ul style="list-style-type: none"> • Manage appointments for EDFL competitions under guidance of relevant Umpire Coaches • Attend to all umpire payment details as required • Oversee all match day paperwork and follow up as required. • Collation of weekly fines for senior football <p>Promotion / Events</p> <ul style="list-style-type: none"> • Utilise website and social media to promote umpires and umpire development • Develop avenues to promote umpire and coach recognition • Assist with the coordination of Umpire functions and events <p>Miscellaneous</p> <ul style="list-style-type: none"> • Other duties as required, including assistance with hosting junior and senior finals
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Key Relationships and Key Communications Required	Reports to:
	<ul style="list-style-type: none">• EDFL CEO
	Internal Communications
	<ul style="list-style-type: none">• EDFL staff and volunteers• EDFL Umpire Coaches / Observers• EDFL Umpires
	External Communications
	<ul style="list-style-type: none">• EDFL Clubs