



Capital Football — Position Statement

- Title:** Referee's Administrator
- Wages and hours:** Part-time up to 20 hours per week at \$18.00 per hour
- Responsible to:** CEO and Referee's Standing Committee



The Organisation

The ACT Football Federation (trading as Capital Football) is the peak body responsible for the development, conduct and promotion of football in the ACT and region.

Capital Football conducts competitions for juniors (up to under 17), senior women and men. The referee's administrator will assist with general administration and secretariat functions of the Referee's Standing Committee and appointments of referees to competition and school fixtures.



The Position

The Referee's Administrator helps with the processing of referee memberships, competition appointments and recruitment activities. They deal with email, telephone and face-to-face enquiries about referee appointments and activities from league managers, schools and other clients. They provide this information under general direction from the CEO or her delegate such as the Chair of the Referee's Standing Committee. The Referee's Administrator will also be required to attend to general correspondence, convene meetings and assist with the coordination of activities for the Referee's Standing Committee and its Technical Committee.



The position is part-time (up to 20 hours per week) and includes after-hours work to attend meetings in the evenings and games on the weekend.



Responsibilities

- Attend to general administration and secretariat functions for the Referee's Standing Committee and its Technical Committee (attend meetings and take minutes at meetings).
- Assist with appointment of referees to men's and women's competitions where required.
- Assist with the appointment of referees to school competitions, ACTAS games and other Capital Football endorsed games.
- Manage the registration of membership of referees, courses, accreditation (including database administration and updating).
- Prepare referee match payment schedules for processing by Capital Football.
- Assist with other financial activities for the RSC as required.



Office: Football House, 1/3 Phipps Close, Deakin, ACT, 2600

Postal Address: PO Box 50, Curtin, ACT, 2600

Phone: 02 6260 4000 Fax: 02 6260 4999 Email: info@capitalfootball.com.au Website: www.capitalfootball.com.au
ACT Football Federation Inc (trading as Capital Football) ABN 16 413 452 268

- Act as liaison to Capital Football staff in relation to RSC, TC and general refereeing matters.
- Liaise with FFA regarding referees, accreditation and administration.
- Assist with the organisation of Inspections, coaching sheets, etc.
- Coordinate recruitment activities including venues and arrangements for courses.
- Respond to phone and email enquiries about referee matters.
- Maintain effective and regular communication with referees and other clients.
- Filing, photocopying and other reasonable duties as required.

Selection Criteria

- Well-developed administrative skills.
- Very good written and oral communication skills.
- Very good organisational and time management skills.
- Good inter-personal skills utilised to establish positive working relationships with clients and co-workers.
- Ability to work in a small team environment with minimal supervision.
- Sound computer skills including Word, Excel, Office, Internet and Dreamweaver (website management).
- Qualifications or experience in sports management, business administration and knowledge of sporting systems would be desirable.

Applications outlining a brief statement against each selection criteria should be sent to:

The CEO
Capital Football
Football House
2-3 Phipps Close.
Deakin. ACT. 2600

Or email: ceo@capitalfootball.com.au

Applications close on Monday 20 February 2006.