



POSITION DESCRIPTION

FSC Administration Co-Ordinator

Football South Coast (FSC), based in the Illawarra, has close to 12,000 registered players and is currently seeking an Administration Co-ordinator to manage junior programs, communications/ marketing and assist in the overall administration of football across FSC.

This role requires a strong focus and emphasis on administrative excellence required by the organisation which includes the administration and co-ordination of the FSC Academy, Summer Football, the Skills Acquisition Program (SAP) and Regional Conference Competition (RCC).

REPORTS TO: CEO and MD of Football South Coast.

Primary Accountabilities and Duties

- Coordinate training, grounds, gear and relevant communications in relation to FSC Academy, SAP and RCC
- Assist with the promotion and marketing of all FSC business activities
- Registration and co-ordination of FSC Summer Football and all junior development programs
- Procurement of all gear and supplies required by FSC
- Content management of social media
- Provide promotional activity including newsletter content, stories and match day booklets as required
- Coordinate events and functions on behalf of FSC and its football councils
- Management of communication to parents, clubs and relevant stakeholders
- Attend to relevant FSC club and council meetings as required
- Ensure close liaison with competitions and programs across FSC to ensure streamlined processes and integration

Qualifications

- Preference for Relevant tertiary qualifications in sports administration or business management

Desired Competencies

- Demonstrated experience in sporting administration with a keen interest in football
- Excellent presentation, customer service and communication skills
- Experience in website content management and social media
- Has an ability to pay attention to detail
- Is able to manage and prioritise tasks over a wide range of functions and responsibilities
- Has the ability to build and manage relationships with members of the football community
- Willingness to work weekends and non-traditional hours as required

Relationships

Internal: FSC Chairman, FSC Board of Directors, FSC Football Councillors, FSC staff

External: Member Club representatives, Players, Parents, Coaches, sponsors, Football NSW, Wollongong City Council, Shellharbour City Council

Please submit your resume and letter of application outlining your qualifications, experience and the ability to demonstrate each of the desired as outlined above to ceo@footballsouthcoast.com.

Applications close **5pm on 9th January 2015**.

For all enquiries, please email ceo@footballsouthcoast.com.