



Competition Administrator Position Description

Position Name	Competition Administrator	Class	Salaried Staff
Position Type	Full Time Salaried Position – 38 Hours per week, 52 weeks per year inc. Annual Leave		
Reports To	Operations Manager		
Purpose	Providing competition support for all association activities in accordance with the associations values and policies		
Key Responsibilities	<ul style="list-style-type: none"> • Production & delivery of fixtures • GameDay coordination on Saturdays, including results uploads • EDJBA Tribunal Administration • PlayHQ Administration • Player eligibility • Club communication • Website and Social Media Management • Maintaining a thorough data management process 		
Qualifications & Experience	<ul style="list-style-type: none"> • Strong administration skills • Sound working knowledge of Microsoft Word, Excel and Outlook • Attention to detail • Highly motivated with the ability to be self-motivated, responsive in an environment with time pressures and multiple priorities • Website and social media management (desirable) 		
Appointment terms – Position Type	<ul style="list-style-type: none"> • Full time 38 hrs per week (subject to annual review) at a rate to be determined plus Superannuation (10% SGC) • Leave loading of 17.5% • Annual Leave – 20 days • Personal/Carer Leave entitlements – 10 days <p>This is a permanent role with a six-month probationary period from the date of appointment, with two reviews during this period.</p>		
Special Conditions	In line with typical Sports Management/Administration positions, an understanding that the role will require weekend and night-time work as needed and therefore flexible working hours are required.		