



# POSITION DESCRIPTION

## HIGH PERFORMANCE ADMINISTRATOR

<b>JOB TITLE:</b>	High Performance Administrator
<b>DEPARTMENT:</b>	Football Operations
<b>LOCATION:</b>	NNSWF Head Office – 13 Park Road, Speers Point NSW 2284
<b>REPORTS TO:</b>	Football Operations Manager
<b>START DATE:</b>	
<b>END DATE:</b>	
<b>TYPE:</b>	

### DIMENSIONS

• Number of direct reports	
• Number of indirect reports	

### PURPOSE OF ROLE

The primary purpose of the role is to administer the Emerging Jets Program including the squads' participation NNSWF's Premier Competitions. The role will also administer identified aspects of NNSWF's representative team participation in the FFA National Youth Championships and Institute Challenge.

### KEY AREAS OF RESPONSIBILITY

- Liaise with Technical Director and Head Coaches
- Distribution of information to players, parents, team coaches, managers and Newcastle Jets.
- Administration of Emerging Jets annual trials.
- Production of Emerging Jets Player / Parent Guide.
- Source and procurement of all High Performance apparel and equipment.
- Administration of Emerging Jets player registrations / payments.
- Administration of NNSWF competition requirements for Emerging Jets teams.
- Administration of Emerging Jets / NNSWF team's accommodation, travel and meal requirements.
- Administration of Emerging Jets teams participating in the NNSWF State Championships
- Administration of NNSWF representative teams participating in the FFA National Championships
- Administration of Emerging Jets teams participating in the NTC Challenge.
- Distribution of annual player / parents survey
- Liaison with LGA's in relation to the provision of training facilities

### KEY OUTCOMES TO BE MEASURED AGAINST STRATEGIC OBJECTIVES WITHIN THE OPERATIONAL PLAN.

#### SUMMARY OF KPI's;

- Distribution of Parent / Player Guide by identified date
- Satisfy the expectations of Emerging Jets parents

- Facilitate self-registration of all Emerging Jets players by identified date
- Successful implementation of Emerging Jets annual trials
- Distribution of apparel and equipment by identified date

**KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED**

- Competent level of computer skills in particular, Office suite.
- Excellent verbal and written communication skills.
- Highly organised with excellent time management skills.
- Strong attention to detail.
- Motivated hands on approach to all tasks.
- Ability to work within a team environment.
- Ability to work independently.

**MAJOR INTERACTIONS**

- Football Operations Manager
- Technical Director
- EJ's Head Coaches
- Team Coaches
- Team Managers
- Newcastle Jets
- EJ and State Team Players
- Parents of EJ's and State Team
- Marketing and Communications Department
- NNSWF Staff

**UNIQUE CRITERIA**

- Able to work weekends and perform tasks outside of normal recognised working hours
- Able to liaise with and manage volunteer groups and organisations
- Able to travel intrastate and interstate on regular occasions
- Ability to keep calm in a highly emotive area

Employee Signature:

Date:

Manager Signature:

Date:

Award Grade:

Last Reviewed: