



## REFEREES ADMINISTRATION OFFICER

### NORTHERN NSW FOOTBALL

Northern NSW Football (NNSWF) is the peak body charged by Football Federation Australia with the responsibility of growing, developing and promoting the sport of Football throughout Northern NSW. With 68,000 registered players throughout the region, NNSWF is one of the largest State Sporting Organisations (SSO's) in NSW.

NNSWF seeks to appoint a suitable candidate to provide administrative support for all activities related to becoming and being a match official including course, registration and development activities.

The successful applicant will be highly organised, self-motivated and have a sound knowledge of the Northern NSW footballing, and refereeing, landscape as well as the ability to communicate with a wide variety of stakeholders.

### KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Good knowledge of Northern NSW Match Official landscape
- Competent level of computer skills including Microsoft Office
- Excellent written and verbal communication skills
- Effective problem-solving skills
- Motivated hands-on approach to all tasks
- Highly organised with a strong attention to detail
- Ability to work in a team environment
- Ability to work independently

Applicants **MUST** submit a **curriculum vitae and a cover letter** which individually outlines their proficiency in relation to the identified key Knowledge Behaviour and Skills above.





### Employment Conditions and Remuneration Package

The successful candidate will be offered permanent part time employment – 4 days per week on weekdays. Some occasional weekend work may be required.

The base salary is commensurate with Grade 1 of the Sporting Organisations Award.

Applications close: Sunday 16<sup>th</sup> January 2022.

A detailed position description can be found on our website

at: <https://northernnswfootball.com.au/about-us/positions-vacant/>

Applications should be forwarded to [hr@northernnswfootball.com.au](mailto:hr@northernnswfootball.com.au) with telephone enquiries to Football Operations Manager, Liam Bentley 0448084562

