

# **ROLE DESCRIPTION - REGISTRAR**

*Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt to their needs.*

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| **ROLE INFORMATION**  |
| **Purpose**  | To manage and administer the club’s membership in an effective and efficient manner. This includes a close relationship with the local association and member federation, utilising the PlayFootball registration platform and competition management system to ensure registration requirements are met.  |
| **Responsibilities**  | * Create self-registration guide for members.
* Set up membership registration packages for all members.
* Monitor all registrations as required.
* First point of contact for all registration queries, de-registrations and any registration problems.
* Work with committee members responsible for ensuring all coaches and managers meet team sheet and registration compliance.
* Work with committee members responsible for ensuring players are correctly allocated to team sheets within competition management platforms.
* Provide recommendations to the committee for improvements to membership practices.
* Support ITC registrations if required.
* Support players with insurance / injury paperwork.
* Support players who are applying for dispensation.
* Provide all registration data as requested by the committee - registration trends and analysis, registration numbers.
* Attend the Association or Member Federation registration training if required.
* Ensure club contact information is up to date across platforms.
* First point of contact with Association or Member Federation registration team, competitions, and finance.
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| **People Management**  | N/A |
| **Budget Management**  | Supporting role in relation to Registration Fees.   |
| Note: Add any additional information/requirements specific to the role that needs to be brought to the reader’s attention.  * This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.
* The ordinary working hours for the club can include duty on weekends and evenings.
* The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.
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| **EXPERIENCE AND CAPABILITIES**  |
| **Qualifications and Experience**  | * Previous experience in a coordinator role in a not-for-profit, volunteer-based organisation is preferable.
* Knowledge of the laws and legislation relating to non-profit organisations.
* Knowledge of Rules and Regulations of the association.
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| **Knowledge and Skills**  | * Computer literacy and ability to use Microsoft suite.
* Good communication skills, written and verbal.
* Good data analysis and excel skills.
* Passionate about the club and dedicated to improving club admin practice.
* Ability to meet deadlines and work under pressure.
* Financial skills & knowledge.
* Ability to write reports.
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