



POSITION DETAILS	
Job Title	Manly Warringah Football Association Administrator
Location	101 South Creek Road, Cromer NSW 2099 – Cromer Park

PRIMARY OBJECTIVE	
<p>The Administrator is responsible for:</p> <ul style="list-style-type: none"> Ensuring a positive environment for all grassroots football players, coaches, referees and volunteers in the Manly Warringah Football Association Competitions by providing an efficient administration system and working with the MWFA Competitions Manager to ensure all clubs, teams and players adhere to the MWFA Playing Rules. 	
SUPERVISION	
REPORTING TO:	<ul style="list-style-type: none"> Competitions Manager Office Manager
DIRECT REPORTS:	N/A

ACCOUNTABILITIES	
Key Results Areas	Tasks
Competitions	<ul style="list-style-type: none"> • Assist the MWFA Competition Manager in administration of the MWFA Competitions (MWFA Winter Competitions, MWFA Challenge Cup and Summer Football). Including but not limited to Draws, Ground Allocations, MWFA Cup nominations, Sub Junior Team nominations, communication with the MWFRA, wet weather/forfeits, Team Grading. • Monitor and administer offences committed by Clubs under MWFA and MWFRA Playing Rules • Assist with implementation of the Digital Match Sheets (DMS) and monitoring of its progress. • Responsible for International Transfer Certificates (ITC's) for MWFA players, along with MWFA Registrars & Grading of Players. • Responsible for Masters Competition Set-Up and Liaising with Masters Competition Manager • Responsible for administering team referee's registrations and working with MWFRA Administrator • Assist with Weekend/Afterhours duties in relation to running the competition • Assist with Disciplinary paperwork • Assist MUFC Administrator with Football NSW on all competition matters; Waratah Cup, State Titles and Sapphire Cup • Liaise with Football NSW on all competition matters, Waratah Cup, State Cup, State Titles and Champion of Champions, Sapphire Cup • Work with Manly United Administrator to ensure registration regulations are adhered to in relation to Manly United Development Squad players in line with MWFA policy

<p>Pre Season, Game Days and Meetings</p>	<ul style="list-style-type: none"> • Sanction forms for Pre-Season matches for MWFA Clubs • Co-ordinate Pre-Season field allocation for MWFA Clubs • Organise all MWFA/MUFC Gala Days/Trials with football staff • Northern Beaches Council – Wet weather closures, field allocations & Pre-Season field bookings • Attend Club Forum Meetings & MWFA specific matchdays at Cromer Park • Assist with operations at MWFA Finals Days and the occasional MWFA specific matchdays at Cromer Park • Attend Club Forum Meetings
<p>Marketing and Grants</p>	<ul style="list-style-type: none"> • Assist with Social Media/communications • Assist with MWFA trophies / medallions for all participants and winners of Grand Final days. • Manage MWFA Club award nominations annually • Organisation of MWFA functions and events (Presentation Nights) • Assist with the completion of the Annual Report • Assist Sydney FC with MWFA Match Day Activations • Grant Applications
<p>Administration Duties</p>	<ul style="list-style-type: none"> • Compile the MWFA Handbook / contact book. • Ensure Handbook/ Contact list is up to date • Assist with administration of borrowing rules and communication with clubs • Deal with enquires from our 16 Grassroots football clubs and Manly Warringah Football Referees Association • Deliveries, Phone calls • Timesheets • Banking and PO Box clearing for MWFA when required • General duties when required, assisting other staff with functionality of the office and entities • Carry out any other appropriate responsibilities assigned by MWFA/MUFC
<p>People Management</p>	<ul style="list-style-type: none"> • Develop strong working relationships across internal and external stakeholders with an emphasis on Volunteer relationships • Engage with all stakeholders in a courteous and respectful manner

Risk & Compliance	<ul style="list-style-type: none"> • Ensures that all processes are followed, and data presented is factually correct. • Personal Data of all Members is kept private
------------------------------	---

KNOWLEDGE, SKILLS & EXPERIENCE	
Qualifications – Desirable	<ul style="list-style-type: none"> • Tertiary qualification or Tafe certificate in Sports Management
Experience – Desirable	<ul style="list-style-type: none"> • A minimum of 2-3 years' experience in a sports management or volunteering role • Experience in engaging with a variety of stakeholder groups
Technical - Desirable	<ul style="list-style-type: none"> • Excellent written and verbal skills. • Excellent knowledge of Microsoft Office applications
Personal Attributes	<ul style="list-style-type: none"> • Ability to work well in a team, as well as autonomously • A pro-active 'can do' approach and multi-tasking skills in a busy environment • Collaborative team player • Ability to act professionally and build trust with your customers and colleagues • Ability to both take direction and lead projects

RELATIONSHIPS	
Key Internal Stakeholders	<ul style="list-style-type: none"> • MWFA team members and Board Members • Manly United team members and Board Members • Grassroots Clubs within the MWFA Association (currently 16) • MWFRA • MWFA committees
Key External Stakeholders	<ul style="list-style-type: none"> • Football NSW • Sydney FC • Northern Beaches Council • Key suppliers such as Dribl