

**FOOTBALL FEDERATION VICTORIA  
JOB DESCRIPTION**

<b>Business/Function:</b>	<b>Football</b>	<b>Location: Bendigo</b>
<b>Role:</b>	<b>Job Title: Regional Administrator - Central</b>	<b>Incumbent: N/A</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>Responsible for the delivery of administration and support services to the Central Region Standing Committee of FFV (<b>CRFC</b>) in the Central Region in conjunction with FFV staff in Melbourne</li> </ul>	
<b>Reports To:</b>		
<b>Line Basis</b>	Dept Name: Football	
<b>Functional Basis</b>	Dept Name, Supervisor: Tim Frampton, General Manager Football	
<b>Direct Reports:</b>	CRFC	
<b>Board/CRFC Memberships:</b>	<b>Board Membership – Nil</b> <b>CRFC Membership – Nil</b>	
<b>Organisational Background &amp; Context</b>	<p>Football Federation Victoria is the governing body for football in Victoria. We are committed to providing a quality service to the broad community with integrity and professional excellence. Through open communications and a dedication to equal opportunity, our vision is to be the most outstanding sporting body in Australia, leading to success in the world game.</p>	

<b>Responsibilities:</b>	<b>Job Role</b> <ul style="list-style-type: none"> <li>• Carry out day to day administrative tasks such as responding to face to face and telephone enquiries, letters and emails</li> <li>• Receive and bank monies, process accounts and other financial information for supply to FFV Melbourne,</li> <li>• Assist FFV staff in Melbourne and the CRFC with the preparation of a budget for the CRFC</li> <li>• Liaise with relevant FFV staff in Melbourne to ensure appropriate levels of service for CRFC clubs and stakeholders</li> <li>• Assist in the operational aspects of delivery of FFV programs in the Central region</li> <li>• In conjunction with FFV staff, develop the sport in the region by establishing and maintaining good relationships with all stakeholders, particularly local council and regional authorities</li> <li>• Co-ordinate the work of the CRFC's volunteers</li> <li>• Prepare papers for and attend meetings of the CRFC and prepare minutes of such meetings</li> <li>• Assist any sub committees as may be established by the CRFC</li> <li>• Prepare reports for the CRFC/FFV</li> <li>• Ad hoc tasks and projects as reasonably directed</li> </ul>
<b>Key Performance Indicators:</b>	<ul style="list-style-type: none"> <li>• Timely and accurate response to enquiries/requests for assistance</li> <li>• Growing the number of teams and clubs in the region</li> <li>• Introducing new areas to the sport</li> <li>• Development of new facilities in the region</li> </ul>
<b>Key Relationships:</b>	<b>Internal:</b> - CRFC Chairman and CRFC, FFV Senior Management team <b>External:</b> - Local councils and authorities - CRFC teams and sponsors - CRFC clubs
<b>Key Competencies:</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in Sports Administration or relevant discipline preferred</li> <li>• Previous experience in sports administration an advantage</li> <li>• Strong computer skills: MS Word, Outlook, PowerPoint, Excel, Internet Explorer</li> <li>• High level written and verbal communication skills</li> <li>• Excellent customer service skills</li> <li>• Ability to organise and plan effectively</li> </ul>

**Agreed By:**

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager: \_\_\_\_\_

Date: \_\_\_\_\_