



Tuggeranong Valley Rugby Union Football Club – TVRUFC Limited

Vikings Rugby Administration Manager

POSITION DESCRIPTION

**Would you love to work in a dynamic sports role?
Do you take pride in your strong relationship building?
Are you ready for a diverse and rewarding professional opportunity?**

The Person we are looking for:

- * Team player, able to communicate, work constructively and negotiate with a diverse range of stakeholders
- * Strong interest or experience in administration role (preferably in sport)
- * Highly motivated with a willingness to learn and develop
- * Highly organised problem solver
- * Happy to work varied hours during the Rugby season
- * Strong interest and skills in communication content creation and social media campaigns

Critical areas of responsibility are:

Administration - General Club Administration, including player/volunteer coordination, day to day finances, medical claim processing, registration & records

Sponsorship - Sourcing and servicing of club sponsors and running successful sponsorship, fundraiser, community and charity programs

Event Management - Coordinating club game days, events and tours

Media & Communication - Managing club social media & communication

Property & Equipment - Overseeing club property, accommodation, equipment, ordering and stocktaking of playing and training apparel & merchandise

Selection Criteria (all desirable):

1. Possession of a degree/diploma qualification relevant to the role or relevant work experience in a similar role
2. Demonstrated experience in sports administration, with current knowledge or the capacity to quickly acquire such knowledge of the rules and nuances of Rugby Union in Australia (and if possible, the ACT)



3. Ability to perform under general direction, with demonstrated organisational skills and ability to exercise initiative and judgment with effective time management whilst working in a flexible and dynamic environment and juggling competing priorities
4. Highly developed interpersonal and communication skills (written and oral) including the ability to work productively and cooperatively within a multidisciplinary team and with a broad range of internal and external stakeholders
5. Working with the clubs committee and staff to identify key opportunities for appropriate attendance at events and to inform a proactive events strategy, including managing an events calendar and event logistics

Applications:

To the President, Brendan Allardyce via PO Box 48 Erindale ACT 2903 or via email to brendan.allardyce@y7mail.com should include:

- a maximum 3-page pitch referencing the selection criteria, key attributes, and critical areas of responsibility (position description www.vikingsrugby.com.au)
- a current Resume (that includes contact details of two Referees who can talk to your past work performances)

Applications close: COB Friday 17 September 2021 AEST