

POSITION DESCRIPTION

- Role:** Office Coordinator
- Department:** Governance
- Location:** Football House, Deakin, Canberra, ACT
- Reporting:** Reports to the Chief Executive Officer
- Management:** This is a coordinator role, and does not have managerial oversight of staff
- Work Hours:** This is a part time role (20 hours per week).
The role requires some weeknight work attending meetings.

PRIMARY OBJECTIVE:

The Office Coordinator is a part-time position to provide administrative support to the Capital Football office and CEO.

The Office Coordinator will manage the scheduling of Capital Football Board meetings, and provide secretariat services at selected Capital Football meetings, including coordinating bookings, sending invites, and taking minutes.

The Office Coordinator will oversee general management of the Capital Football office.

SPECIFIC ACCOUNTABILITIES:

CEO and Board

- ▶ Provide administration and communication support to the CEO, including arranging meetings with internal and external stakeholders
- ▶ Manage the schedule of Capital Football Board Meetings
- ▶ Provide secretariate services for Capital Football Board Meetings including managing invites, logistics and taking and publishing meeting minutes and summaries
- ▶ Follow up on meeting actions

- ▶ Prepare reports and papers
- ▶ Performs all duties as directed by the CEO.

EXCO and Capital Football Committees

- ▶ Manage the annual Capital Football calendar of meetings
- ▶ As directed by the CEO, provide administrative support to members of the Executive Committee (EXCO)
- ▶ As directed by the CEO, provide secretariate services to other Capital Football committee meetings, workshops, and forums.
- ▶ Coordinate the schedule of staff meetings and functions

Capital Football Offices

- ▶ Oversee the general administration of the Capital Football office
- ▶ Coordinate service providers that support the smooth functioning of the Capital Football Office
- ▶ Liaise with the Strata Managers in relation to any needs of the Capital Football Office
- ▶ Review and update handbooks, forms, and reports
- ▶ Review Capital Football records management

SKILLS AND BEHAVIOUR REQUIRED

As your role within Capital Football includes operating as part of a team, you are expected to work as a team member, show appropriate behaviours and respect to all our employees and stakeholders, and work with a spirit of co-operation.

You will embody our values of being Accountable, Ethical, Inclusive, Respectful, Responsive and Unified.

You will have;

- ▶ Demonstrable experience in office administration or similar roles.
- ▶ High level communication skills (verbal and written).
- ▶ Well-developed interpersonal skills.
- ▶ A commitment to provide a high level of customer service.
- ▶ Proficiency in the use of Microsoft Office products.
- ▶ Ability to draft timely and accurate correspondence.
- ▶ Ability to work with business and commercially sensitive information and maintain confidentiality.
- ▶ An eye for detail and be highly organised.
- ▶ Ability to work successfully with existing staff in a harmonious atmosphere.
- ▶ Eligibility to work in Australia.
- ▶ A current Working with Vulnerable people card.

MAJOR INTERACTIONS

- ▶ Capital Football Board, CEO, and staff.
- ▶ Capital Football Committees.
- ▶ Capital Football Clubs.

APPLICATIONS

Applicants should submit their resume and cover letter addressing their ability to meet the Specific Accountabilities, Skills and Behaviours.

Please address all applications to the Chief Executive Officer - Capital Football. Applications must be lodged by email to recruitment@capitalfootball.com.au no later than 30 October 2020.