



**Penrith & District Junior Rugby League Club Ltd
Position Statement**

Business Unit: Junior League

Site: Rugby League Academy

Reports To: General Manager Junior Rugby League

Position Title: Events and Administration Officer – Panthers Juniors

PURPOSE OF THE ROLE

The Junior League **Events and Administration Officer** of Penrith & Districts Junior Rugby League Club Ltd is required to work in collaboration with key Junior League stakeholders including the Panthers Group, the National Rugby League (NRL), the New South Wales Rugby League (NSWRL) and Junior League Corporate Partners in the planning and implementation of the Penrith & Districts Junior Rugby League Club Ltd Programs across all ages and abilities.

The Penrith & Districts Junior Rugby League Club Ltd **Events and Administration Officer**, in consultation with the Junior League General Manager, participates in the formulation and administration of Junior Rugby League marketing, partnerships and coordinating all events to develop and implement long range goals and objectives in engagement and participation.

The role is also responsible for establishing plans and result measurements related to Junior Rugby League and its stakeholders. This role also helps build the Junior League image by collaborating with club executives, the National Rugby League and the New South Wales Rugby League.

The **Events and Administration Officer** will be a key focal point for Junior League partners and their enquiries and ensuring there is professional communication of all key aspects related to the junior league, including the management of relationships and social media platforms and integrity of the by-laws.

REMUNERATION AND HOURS OF WORK

\$55,000 Plus super per annum

12-month contract basis

Monday to Friday – 8:30am to 4:30pm

Sponsorship Bonus

For every new sponsor signed for 2023 or resigned for 2024 to the equal value or higher = \$1000



REPORTING RELATIONSHIPS

Reports to Junior League General Manager

Works alongside:

- Junior League Clubs
- NRL – Game Development
- NSWRL - CSO
- Rugby League Football Staff

POSITION RESPONSIBILITIES

1. Manage online platforms for the District Junior Rugby League Facebook page and website.
2. Manage sponsorship portfolio with Junior League partners
3. Manage events and productions of the Junior League in partnership with the Panthers Group
4. Manage and prepare weekly reports on the local transfer policy
5. Manage the communication process from Junior League Clubs and stakeholders in regards to events and initiatives
6. Manage the booking process and relationship with the Panthers Group for Junior League Calendar
7. In conjunction with Competition Administrator the input and updating of MySideline
8. Assist in the coordination of the annual calendar and schedule of events
9. Assist with the coordination General Meetings and Board Meetings.
10. Liaise with local stakeholders and District Club for media opportunities to promote the Junior League.
11. Assist the PDJRL and NSWRL CCC as required which may include weekends from time to time.

BEHAVIOURAL & MOTIVATIONAL SKILLS

Passion for Junior League, Attention to detail, Commitment, Professionalism, Consistency, Confidentiality, Energetic, Flexible/adaptable, Integrity, Punctual, controlled response, Teamwork

DESIRABLE SKILLS / EXPERIENCE

Strong communication and relationship building skills.

Competency in Windows including Word, Excel, PowerPoint, Microsoft Outlook.

Knowledge of junior rugby league an advantage

Knowledge of MySideline would be an advantage

Previous experience working with volunteers highly regarded



KEY RESULT AREAS

KRA 1	Creating & delivering the Panthers Junior Rugby League brand experience internally & externally
Key Performance Indicators	
	Answer all enquiries directed to the Junior League related to your duties
	Responsible for managing social media and website communication and response
	Communicate any issues to the District Junior Rugby League General Manager as required
	Responsible for creating, preparing and delivering Junior League events and experiences
	Responsible for preparing General Meeting and Board Meeting documents and experience
	Responsible for managing portfolio of sponsors and attracting new business
	Assist and prepare annual junior league calendar
	Responsible for managing bookings with Panthers Group and other facilities with Stakeholders
	Actively upselling and promoting special offers and promotions
	Participation at industry and community networking events building relationships with contacts
	Representing Panthers Junior Rugby League to corporate and game day functions where appropriate
	Responsible for the effective communication to Junior Clubs and Stakeholders on events and initiatives
	Undertake administrative tasks as requested by the Junior Rugby League General Manager – Work in collaboration with NSW CCC
KRA 2	Maintain an effective, motivated and happy team with a Positive Culture
Key Performance Indicators	
	All staff demonstrate a positive and professional attitude and work ethic at all times
	Panthers Group and Panthers Junior Rugby League, Mission Statements and values are implemented across all aspects of Panthers Junior Rugby League
	Staff personal presentation is in accordance with the Panthers Group Personal Presentation Standards policy, including phone image and professionalism as Junior League districts concierge
	Staff member reports on and adheres to their position statement each week
	Attendance at monthly staff meetings with minutes recorded
	Ensure Staff Member delivers consistent and regular communication with Junior League Clubs
	Attend all relevant stakeholder meetings and training sessions as required



KRA 3	Maximise the return & utility of each of the Assets in the area of your business
Key Performance Indicators	
	Areas of the business equipment and property is maintained at an optimum level
	Report department assets to the General Manager that are not generating optimal returns and recommend remedial action
	Department Assets are being properly used, stored and maintained

KRA 4	The Department meets all its statutory, constitutional & legal obligations
Key Performance Indicators	
	Ensure Junior League Staff Member abides by all Group and Junior League policies and procedures
	In conjunction with the General Manager, assist with the updating of Panthers Juniors policies
	Ensure Staff Member is compliant with all WH&S Rules and Regulations
	Ensures Staff Member abides by the NSWRL guidelines and ensure they are being met
	Ensures Staff Member is compliant and all relevant Junior League volunteers have their Working with Children Check (WWCC) validated
	Staff Member reports any issues which affect their health and safety, and any concerns that they may have referred to management or the WHS Committee



SKILLS & COMPETENCIES:

Competency	Definition
Analysis and Decision Making	Making effective decisions by ensuring that problems, issues and opportunities are fully analyzed and understood, and that the appropriate options are evaluated
Building Junior Club Partnerships	In conjunction with Junior League General Manager Identifying opportunities and acting to develop strategic relationships with Junior Clubs and other key stakeholders to meet Junior Club goals;
Business Acumen	In conjunction with the Junior League General Manager, constantly looking for opportunities to improve business performance.
Compliance	Consistently acting in accordance with the requirements of relevant policies, procedures that impact on the performance of the role.
Formal Presentation	Speaking and writing fluently; expressing opinions, convey information and key points clearly; making presentations and undertaking public speaking with skill and confidence; responding quickly to the needs and reactions of the audience; projecting credibility.
Influencing and Negotiating	Gaining clear agreement and commitment from others by persuading, convincing and negotiating; making a strong personal impact on others; taking care to manage one's impression.
Leading by Example	Treating people with respect and inspiring confidence and trust in others; using the organisation's values to guide decisions and actions; being an advocate for the organisation.
Planning and Organising	Establishing a course of action for self and others to ensure that work is completed efficiently.
Technical / Professional Knowledge	Having achieved a satisfactory level of technical and professional skill or knowledge relevant to the role; keeping up with current developments, systems, program and trends in areas of expertise.



BEHAVIOURAL CAPABILITIES

The Panthers Rugby League and Penrith Junior Rugby League Club values and statement form the minimum standard of behaviour expected in this role as these Behaviours reflect support for Panthers and Panthers Junior League shared values and mission statement.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature; no special demands are required.

REPORTING

The Events and Administration Officer weekly reporting to be submitted to the PDJRL General Manager.

RELATIONSHIPS

Internal

District Junior Rugby League Board

District Junior Rugby League Club Executives

Participants & volunteers of the Penrith and Districts Junior Rugby League

External

NSWRL staff

Referee's Association at all levels

NRL Game Development staff

Local Government Council Officers

Employees of the local NRL Club

Junior League Sponsors and Partners

Media contacts

ACKNOWLEDGMENT FOR RECEIPT OF POSITION STATEMENT

I acknowledge that I have read the above position statement which is relevant to my role, I understand its contents and understand what is required of me in this position.

Employee Name

Employee Signature

Date

Nathan Mairleitner

General Manager – Panthers Juniors