Competitions Administrator – Part-time casual

Position description

POSITION DETAILS

Location?	Rugby League Ipswich
Who do you report to?	Rugby League Ipswich Board and Local league area manager
Key Relationships?	• All club executives • RLI board and staff • QRL local staff • Registrants – players and parents/guardians of players

PURPOSE OF YOUR ROLE

The purpose of this role is to work with the QRL Area Manager and QRL staff to ensure that all participants are properly registered and to administer RLI competition draws including those pertaining to premiership competitions, gala days and finals series.

ORGANISATIONAL PROFILE

Rugby League Ipswich Limited (a company Limited by Guarantee) acts as an arm of the QRL and administers and develops grassroots rugby league in Ipswich and surrounding areas. The objectives of the league are to:

- promote the values of the Game;
- establish and operate structured junior and senior rugby league football competitions in the Local Area in which League Members and their registered players can participate; and
- ensure that rugby league football at the League and in the Local Area is conducted in accordance with the rules and practices adopted by the QRL from time to time.

With over 4,500 rugby league participants and as host of exciting carnivals, game days, tours and events every year, the North Ipswich Reserve is uniquely exciting and the epicentre of a thriving community.

Rugby League Ipswich Limited is committed to providing uniquely exciting experiences, sustaining our sport and bringing together the Ipswich and surrounding areas' communities. We want to bring out the very best in every person we interact with – our players, our teams, our volunteers and our supporters.

KEY ACCOUNTABILITIES, RESPONSIBILITIES & DELIVERABLES

Administration duties	• Pending registrations • 18-month rule registration process • Process special considerations • Manage and resolve duplicate profiles on MySideline • Check team sheets for discrepancies • Manage match status each round (incl forfeits/game changes) • Assist with accreditation compliance • Create and maintain competition draws • Liaise with clubs and registrants in respect of the above.
Reporting	• Weekly reporting to League Area Manager
Health & Safety	• Adhere to existing policies and processes to ensure adequate governance and compliance with organisation standards and regulations • Take reasonable care for the wellness, health & safety of yourself and colleagues while at work • Always acknowledge and understand work health and safety processes in the workplace.

WHAT YOU NEED TO SUCCEED

Skills, Qualifications and Experience	• Knowledge and understanding of local rugby league activities. • Computer literacy. • MySideline experience. • A current Queensland Blue Card
Behavioural Competencies	• Communication skills appropriate for various audiences. • Ability to work both independently and collaboratively as a productive team member. • Excellent organisational and time management skills. • Flexibility in delivery of support ensuring that club and association volunteers at clubs are assisted when required.