

POSITION DESCRIPTION AND PERFORMANCE CRITERIA

ADELAIDE UNIVERSITY CRICKET CLUB (AUCC) ADMINISTRATION MANAGER

ADELAIDE UNIVERSITY SPORT ASSOCIATION (AUSA)

TITLE: Adelaide University Cricket Club Administration Coordinator

REPORTS TO: AUCC MANAGEMENT COMMITTEE

LOCATION: AUSA Office, Ground Floor George Murray Building, University of Adelaide

PURPOSE: The Club Administration Manager is expected to manage the administration and off field operation of the AUCC.

SCOPE OF POSITION: 0.6 FTE, 22.5 hours a week

KEY QUALIFICATIONS AND EXPERIENCE:

Essential:

Professional approach and ability to work in a multi-stakeholder environment

Demonstrated ability to engage stakeholders within a sporting organisation environment

Demonstrated skills in developing commercial and strategic plans

Demonstrated leadership skills

Demonstrated organisational and management skills

Excellent verbal and written communication skills

Excellent IT, administration, and marketing skills

Desirable:

Experience in coordinating activities of a professional/semi-professional sporting club

Experience in a university-based environment

Good understanding of “best practice” in sporting club management and administration

Workplace safety/risk management experience

KEY PERFORMANCE AREA ONE:

Liaison with the South Australian Cricket Association (SACA), Cricket Australia (CA), Australian Cricketers Association (ACA) and Adelaide Turf Cricket Association, (ATCA)

Key Tasks:

1. Primary point of contact for the Club with regard to any forms of communication to, and from, the Club and to, and from, any of the above.
2. Pass on promptly, to either the AUCC Management Committee, or to the appropriate Sub-Committees of the Management Committee in accordance with the respective Charters, any correspondence received from any of the above. Monitor responses to ensure all response times are achieved.
3. Advise the Management Committee or appropriate Sub-Committee in advance of any meetings required to be scheduled with any of the above, ensuring appropriate Club representation and minutes are recorded and circulated for all meetings.
4. Identify and maintain a calendar of all grant opportunities available to the Club through SACA, CA, ACA and ATCA, as well as Council, State and Federal Government and any other sources.
5. Assist with meetings, planning and preparation of grant applications for projects, as directed by the Management Committee or the appropriate Sub-Committee.
6. Actively manage the ATCA Co-ordinator appointed by the Club by agreeing work schedules required, arranging regular feedback sessions, and providing training and appropriate introductions where applicable.

Key Performance Indicators:

1. Responsiveness to incoming external communications and timely provision of information to both internal and external stakeholders.
2. All grant opportunities presented to the Management Committee or appropriate Sub-Committee in a timely manner to enable planning, resourcing and submission of applications.
3. All grant and funding application timelines met and budgeted grants received.
4. Confirmation from ATCA, that all club requirements have been met during the season.

KEY PERFORMANCE AREA TWO:

Liaison with Adelaide University Sport Association (AUSA)

Key Tasks:

1. Act as the primary point of contact for the Club and develop an excellent working relationship with the AUSA.
2. Prepare and maintain an annual compliance calendar tailored specifically to meet the requirements of AUSA.
3. Act as the primary point of contact for the Club on a Monday to Friday basis, with regard to any queries or correspondence from the University of Adelaide playing fields ground staff, or contractors so employed.
4. Be responsible for ongoing minor maintenance works relating to the Club playing grounds and facilities with a budget of \$500.00 per item and caps of \$1,000.00 per month and \$3,000.00 per annum.

5. Pass on promptly, to either the AUCC Management Committee, or to the appropriate Sub-Committee, any correspondence received from the AUSA, and to monitor and ensure responses required and required response times are achieved, to any such communications.
6. Advise the Management Committee or appropriate Sub-Committee in a timely manner of any meetings required to be scheduled with the AUSA, ensuring appropriate Club representation and minutes are recorded and circulated.
7. Serve on any Boards or working committees as requested by AUSA.
8. Identify and maintain a calendar of all grants available to the Club through AUSA and assist with meetings, planning and preparation of proposals or grant applications for projects as directed by the Management Committee or appropriate Sub-Committee.

Key Performance Indicators:

1. Responsiveness to incoming communications from the AUSA, and timely provision of information to both the AUCC Management Committee and the AUSA.
2. All grant opportunities from the AUSA presented to the Management Committee or appropriate Sub-Committee in a timely manner to enable planning and submission of applications.
3. All grant and funding application timelines met and budgeted grants received.
4. Direct feedback on an annual basis from the General Manager of the AUSA to the President/Chairman of AUCC of the performance of the Club Administration Manager.

KEY PERFORMANCE AREA THREE:

AUCC Club Secretarial Role:

Key Tasks:

1. Arrange the Club's Annual General Meeting and ensure that the requirements of the Club Constitution are consistently met.
2. Schedule Monthly Management Committee and Sub-Committee meetings of which he/she is Chair with a view to ensuring maximum attendance.
3. Liaise with Sub-Committees and office bearers to collate and distribute monthly management reports to the Management Committee, including agendas and minutes from prior meetings.
4. Prepare and present a monthly Club Administration Manager's Report to report on any pertinent administrative and off-field operational activities not otherwise covered by Sub-Committee reports.
5. Attend Annual General, Management Committee and Sub-Committee meetings (as required), and take minutes of each meeting with action items clearly identified.
6. Chair Sub-Committee meetings (where required and detailed in this Position Description).
7. Assist in the development of the Club's strategic plan, and leverage the expertise and experience of the Management Committee to meet established objectives.
8. Manage, either directly, or through delegation where appropriate, all data-bases maintained by the Club, and strive for 100% accuracy of the data contained therein.

9. Manage, through delegation, player clearances, registrations and reporting of results in MyCricket for all SACA and ATCA teams and players.
10. Identify and arrange necessary insurance cover for the Club and its players, contractors and volunteers, including through CA and AUSA.
11. Make necessary purchases on behalf of the Club within established budgets and approved purchasing and financial delegations, advising the Treasurer in advance of any required purchases or payments due that require additional authorizations to ensure that the Club's financial obligations are met in a timely manner.
12. Keep a daily diary which will be reviewed on a monthly basis with the Club Chairman, to enable the Club to understand where the Administration Manager's time is spent.
13. Maintain a centralised document management system accessible to all Management Committee and Sub-Committee members, and those authorised by the Management Committee to have access to same from time to time.
14. Be responsible for the collection of subscriptions, clothing orders/payments, dinner and other payments.
15. Provide support to the Treasurer in relation to monthly financial reports, and assist with reporting of monthly statements to SACA.

Key Performance Indicators:

1. Attendance at Management Committee and relevant Sub-Committee meetings, either in person or remotely.
2. Distribution of monthly reports to the Management Committee two (2) business days ahead of meetings.
3. Distribution of minutes from Annual General and Management Committee meetings within seven (7) days.
4. Progress key action items in accordance with resolutions of the Management Committee.
5. Maintain appropriate insurance cover for the Club and its players, contractors and volunteers, including through CA and AUSA.
6. No breaches of the Club's Delegation of Authority, Policies, Procedures and Codes of Conduct.
7. No Club fines for administrative and off-field operational activities.
8. Ensure the Club document management system is complete and current at all times.

KEY PERFORMANCE AREA FOUR:

Sponsorship and Fund Raising:

Key Tasks:

1. Chair the Sponsorship and Fund Raising Sub-committee of the AUCC Management Committee and be the key liaison person with all sponsors.
2. Develop and Maintain a Club Marketing Plan.
3. Manage membership of the Centurion Club including managing annual subscriptions, promotional activities, functions and events to benefit members.

4. Secure and retain sponsors, subject to Management Committee approval.
5. Manage the updating of all club merchandise and clothing to include appropriate recognition of Club sponsors in accordance with AU Sport branding guidelines and any relevant SACA, CA, ACA and ATCA requirements.
6. Oversee the distribution of all club merchandise and clothing.
7. Develop and maintain relationships with local, national and international cricket clubs, particularly other University cricket clubs within Australia.
8. Manage the Fund Raising Co-ordinator, including setting of fund raising goals, monthly monitoring of performance, and providing assistance where required.
9. Play a key role in the management and organization of the following 3 key annual events;
 - The Season Launch,
 - The annual Foundation Dinner
 - The annual Presentation Dinner
10. Secure a Centurion Club lunch organiser for each of the 4 functions held each year, and provide assistance to those persons where necessary regarding the logistics of each of the 4 functions.

Key Performance Indicators:

1. Increase membership of the Centurion Club each year by 10%
2. Meet or exceed Club sponsorship budgets each year.
3. Four Centurion Club lunches held each season.

KEY PERFORMANCE AREA FIVE:

Manage all Club Volunteers:

Key Tasks:

1. Chair the Volunteers Sub-Committee of the AUCC Management Committee.
2. Manage the recruitment, retention and performance of volunteer administrative support roles as approved by the Management Committee including, but not limited to, those roles referred to in 3 to 5 (inclusive) below.
3. Manage the Volunteer Co-ordinator, including providing detailed reporting responsibilities of the Club through MyCricket, role descriptions of every volunteer role, the distribution of materials required by volunteers, monthly management meetings to monitor performance and discuss issues arising, and providing assistance where required.
4. Manage the Game-day Co-ordinator by initially providing him/her with written instructions of all tasks (and their timing), required to be undertaken on game-day, and meet monthly to monitor performance and discuss issues arising. *
5. Manage the Long Room Co-ordinator/Manager including initially providing him with a detailed job description and list of daily responsibilities, and hold monthly management meetings to monitor performance and discuss issues arising.*

*It is to be specifically noted that neither of Tasks 4 or 5 require attendance by the Club Administration Manager at games at University Oval on the weekends, any such attendance on those days is in a volunteer capacity.

KEY PERFORMANCE INDICATORS:

1. All volunteer roles filled throughout the season with contingency coverage for unavailability.
2. All volunteer honoraria paid in a timely manner within established budgets.
3. Reporting obligations performed by Club administrative support and volunteers are consistently met.

KEY PERFORMANCE AREA SIX:

Elite Player Recruitment and Support

Key Tasks:

1. Support the Director of Cricket, as requested, with regard to the attraction and recruitment of elite talent, locally, nationally and internationally.
2. Be the first point of contact for the Club for elite interstate and international recruits with respect to non-cricket issues.
3. Respond promptly to any expressions of interest re playing with the Club from the Club's website, referrals or "cold calls".
4. Undertake an induction program for all new recruits on all non-playing matters that may face them associated with Club membership.
5. Co-ordinate the Club's involvement and participation with the Queensland University annual pre-season Intervarsity competition.
6. Manage the preparation and circulation of the "Playing for the Blacks" booklet to be distributed to all players prior to the commencement of the season (and to new players during the course of the season), including arranging for the President, Director of Cricket, Coaches and Sub-Committees to draft contributions where appropriate.

KEY PERFORMANCE INDICATORS:

1. Positive direct feedback from elite player recruits on the professionalism of the "on-boarding process".
2. Fielding of a competitive IV team for the Queensland pre-season competition, made up predominantly of premier league cricketers.
3. Distribution of the "Playing for the Blacks" booklet to be distributed to all players prior to the commencement of the season (and to new players during the course of the season).

KEY PERFORMANCE AREA SEVEN:

Communications and Community Engagement

Key Tasks:

1. Chair Community Engagement Sub-Committee.
2. Manage Communications Manager including initially providing a detailed job description, monthly meetings, and provision of assistance when required.
3. Collate all necessary information and results for the purpose of drafting, and draft regular club newsletter, Play Dirty.
4. Assist Communications Manager in maintaining Club website and social media presence (including Facebook and Twitter) in terms of external communication.

KEY PERFORMANCE INDICATORS:

1. Increase community engagement.
2. Increase AU student engagement to 50% of all playing members by conclusion of season 2017/18.
3. Regular club newsletter, Play Dirty published on Club website and distributed to Club players, members and sponsors in timely manner.
4. Current Club website and social media presence in terms of external communication.