New Lambton Football Club Juniors
Position Description – Fixtures Officer

JOB TITLE:

Fixtures Officer

OBJECTIVE:

The Fixtures Officer will be in charge of organising pitches for home games, ensuring all team coaches and managers are informed of game fixture details (both home and away) and ensuring that the club's teams can play all of their games.

RESPONSIBILITIES:

- The Fixtures Officer shall:
    - Liaise with the relevant governing bodies and personnel regarding changes and amendments to matches,
    - Keep a record of the competition draw throughout the season including the time, date, locations and opponents of all Club matches,
    - Inform Coaches and / or Managers and the IT Coordinator regarding alterations or amendments to Club matches,
    - In cooperation with the Registrar, compile a master list of all Coaches' and Managers' email address details,
    - Supply team sheets for each week's home fixtures - these should be checked each Friday to ensure the draw information is current,
    - Liaise with the Secretary (and other relevant personnel) with regards to teams forfeits,
    - Ensure the relevant governing bodies and personnel are notified of all match results by the required time,
    - Ensure collation of the weekly points.

RELATIONSHIPS:

- The Fixtures Officer reports to the Secretary and General Committee of the club.
- A close relationship is required with the Secretary and all governing body departments.
- Liaises with all relevant governing bodies, managers, committee members, coaches and staff.

ACCOUNTABILITY:

- The Fixtures Officer is accountable to the Secretary and General Committee of the club.
- The estimated time commitment required as the Fixtures Officer is up to 3 - 4 hours per week.

NEW LAMBTON
FOOTBALL CLUB

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club.
- A good understanding of league requirements at local, regional and higher levels.
- Computer literate in the various relevant computer applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Report writing skills for General Committee reports.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills / knowledge.
- Empathy.
- Listening skills.