New Lambton Football Club Juniors
Position Description – Recruitment Officer

JOB TITLE:

Recruitment Officer

OBJECTIVE:

The role of the Club Recruitment Officer is to ascertain job / position roles within the club and find appropriate, from either internal or external sources, new personnel to fill these job roles / positions.

RESPONSIBILITIES:

- Plan for and ensure the recruitment of personnel sufficient to the club's and committee's needs.
- Develop, review and keep current Position Descriptions and other recruitment-related documents.
- Liaise with other committee members to determine personnel requirements and provide feedback to committee regarding recruitment-related matters.
- Use internal and external systems to advertise job vacancies, as appropriate.
- Ensure compliance with employment and data protection-related legal requirements.
- Process job applications and respond to queries.
- Organise and take part in interview procedures, as required.
- Develop and keep up to date policies relating to employment and other human resources issues.

RELATIONSHIPS:

- The Recruitment Officer reports to the Secretary and General Committee of the club.
- A close relationship is required with the committee and other relevant stakeholders.
- Supports all managers, committee members, coaches, players and staff.

ACCOUNTABILITY:

- The Recruitment Officer is accountable to the Secretary and General Committee of the club.
- Liaise with relevant committee members, managers, coaches, players and staff.
- Compliance with employment and data protection-related legal requirements.
- The estimated time commitment required as the Recruitment Officer is 3 - 4 hours per week.

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Computer literate in the various relevant computer applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised.
- Report writing skills for General Committee reports.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Previous Human Resources experience, particularly in recruitment and Position Description writing, etc.
- Empathy.
- Communication and negotiating skills.
- Listening skills.