



## General Manager & Competition Coordinator Job Description

<b>Job title</b>	<i>Communications Manager (Customer Service + Social Media)</i>
<b>Reports to</b>	<i>President MTF</i>

### **Job purpose**

The goal of this role is to support the Technical & Ops Manager and to help with the growth of Melbourne Touch Football social competitions and junior development programs/competitions. General responsibilities include:

- Oversight of all customer service functions (email, field bookings, medals)
- Creation / sourcing of social media content + regular posting
- Other general marketing responsibilities as required
- Communication of captain and team player issues to MTF team

### **Duties and responsibilities**

Below is a break down of responsibility particulars. The Communications Manager is responsible for the completion of these tasks and any other tasks provided to this individual as reasonably required. Tasks must be completed in a manner and time which creates the the best outcome for participants (and prospective participants) in the MTF competitions :

- Field bookings & applications
- Creating a calendar (Google cal) of dates for actions for all MTF comps
- Customer Service - emails
- Social media updates
- Individual player allocations
- Coaching night coach booking
- Equipment ordering (balls, uniforms etc.)
- Team App Rego & Payment List Creation
- Application and Enforcement of T&Cs
- Attendance of seasonal meetings – communicating meetings to team (city council)
- Communication of finals eligibility to the players and referee coordinator
- Organizing of photography for comp
- Sponsorships
- Enforcement and understanding of points system & on site disputes
- Attending at least ¼ rounds at field

The Communications Manager may ‘employ’ external contractors to assist them in the completion of their duties, however payment to contractors must stay within the allocated budget. The Communications Manager may propose amendments or reallocations of the budget for review by the president.

## Qualifications

MTF is an equal opportunity club. The individual hired for this position should be self motivated and want to provide a great player experience while learning what it takes to manage one of the largest touch competitions in Victoria.

Qualifications include:

- Love for Touch Football!
- Time management
- Self starter
- Experience with social media (and social media advertising)
- Willingness to cold call
- Experience working with individuals ages 16-50+
- Working with children's check

## Working conditions

You will work in a range of locations. During the off season you will work from home, or wherever you choose. You'll need access to a computer and wifi. The role requires flexible hours

## Remuneration

### Summer Competition:

Minimum Base Paid: \$8350 +\$250 for every team over 30 (to entire MTF team)

President: 10% - \$835

CM: 45% - \$3758

Technical & Ops Coordinator: 45% - 3758

Payment will be made weekly (over 12 weeks) starting at Round 4 of the competition unless otherwise stated. \*This role will have KPIs, which when not met will incur a deduction from remuneration

### Winter Competition:

Minimum Base Paid: \$5000 +\$220 for every team over 17 (to entire MTF team)

President: 10% - \$500

CM: 45% - \$2250

Tech Ops Coordinator: 45% - 2250

Payment will be made weekly (over 12 weeks) starting at Round 4 of the competition unless otherwise stated. \*This role will have KPIs, which when not met will incur a deduction from remuneration

<b>Approved by:</b>	<i>Thomas M Brown – President MTF</i>
<b>Date approved:</b>	<i>24 Sept 2017</i>
<b>Reviewed:</b>	<i>24 Sept 2017</i>