



POSITIONS VACANT

REGIONAL ADMINISTRATION MANAGER

(Approx 15 hours per week)

The FFSW Board are seeking applications from suitably skilled and self motivated administrators willing to take up the challenge to ensure the successful progress of football within the South West region.

The Regional Admin Manager will report directly to the FFSW Board and be responsible for Secretarial and Treasury duties including the provision of support to the Technical Development Team and Regional committees and members.

The following skills and experience would be highly desirable :-

- Excellent communication skills
- Proficient in Microsoft Office products
- Bookkeeping - MYOB
- Reporting, minute taking and general record keeping
- Highly motivated and professional work ethic
- Working knowledge of grassroots and /or high level sporting environments

Please also read GENERAL INFORMATION below ...

WEBSITE ADMINISTRATOR

(Approx 8 hours per week)

The FFSW Board seek applications from suitably skilled and self motivated administrators with a keen interest and/or experience in web based systems willing to ensure the maintenance and development of the regional website and networking systems.

Working closely with a variety of key regional personnel the successful applicant will be confident in the use of Microsoft products, be able to accurately collate information from a variety of areas and effectively manage website content, maintenance and social networking systems.

The following skills and experience would be highly desirable :-

- Previous experience in website content maintenance &/or graphic design
- Proficient in Microsoft Office products
- Demonstrated attention to details
- Good communication skills with a professional work ethic

Training in the FFSW Website application will be provided.

Please also see GENERAL INFORMATION below ...

Football Federation



South West Inc

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REGIONAL ADMINISTRATION MANAGER

(Approx 15 hours per week)

WEBSITE ADMINISTRATOR

(Approx 8 hours per week)

GENERAL INFORMATION

Both positions will be based on a 12 month contract with reviews and appointments conducted annually. You will be required to work from your own suitably equipped office environment and be available for meeting attendances after normal office hours.

Work hours are flexible and approximated weekly hours have been stated to recommend the time needed to efficiently undertake the tasks required. Applicants may apply for either one or both positions and must clearly state their intentions and address the desired skills criteria.

The successful applicant will be required to provide a current ABN with remuneration dependent on skill level with a recommended starting rate of \$28.50 per hour.

Interested persons who can demonstrate they have the skills to achieve successful outcomes in the above environments are encouraged to apply.

Written applications including current CV and references are required no later than **Friday, 6th January 2012** and must be submitted by post to :

Amanda Hawkins
FFSW
PO Box 248
Greenbushes WA 6254

Enquiries By Email – amandahawkins@westnet.com.au

Advertising

Positions Vacant

Regional Admin Manager
(approx 15 hours per week)

Website Administrator
(Approx 8 hours per week)

Football Federation SW (Soccer) seek highly motivated and skilled personnel to fill the above roles for the benefit of the footballing community of the South West.

Positions may be combined for the suitable applicant. For full details please email amandahawkins@westnet.com.au. Applications close Friday, 6th January 2012.