

Position Description

Executive Assistant



Position Title: Executive Assistant

Reports To: Chief Executive Officer of Touch Football Australia

Location: Rugby League Central, Moore Park, Sydney

Introduction

Touch Football Australia Incorporated (TFA) is the governing body for the sport of Touch Football in Australia.

Touch Football is a sport that is thrilling, enjoyable and accessible to all.

TFA is responsible for the overall leadership, management, administration and development of Touch Football across the nation. This is conducted through a unique management model whereby there are states under direct control of this body and core partnerships with the states of New South Wales and Queensland.

TFA have core values that include leadership, integrity, professionalism, diversity and excellence. Using these values our mission is to provide direction for the sport of Touch Football and develop our dynamic game to the position of Australia's leading community sport. With our organisational trademark 'One Voice. One Team. One Sport' we have professional people working in all facets of the organisation and believe we make a positive difference to people's lives.

Job Description

A. Primary Purpose of the Role

Management of the Executive Office, including the provision of high level confidential support to the Chief Executive Officer (CEO), Executive Leadership Team and TFA Board.

B. Job Responsibilities

Executive Office Management

- Proactive management of the CEO's daily requirements including managing the CEO's diary, planning meetings, providing action summaries with follow-up requirements, preparing briefings, reports and presentations, logistical travel requirements and general correspondence.



- Organise all facets of Board Meetings (min. four face-to-face and monthly via teleconference) including all administrative and logistical requirements both prior to, during and post meetings.
- Support governance and administration requirements required by the Incorporations Act, as directed.
- Manage effective oversight and delivery of all other travel and logistics for Board attendance requirements for identified stakeholder invitations, functions, events and conferences.
- Monitor as directed compliance of reporting requirements required by TFA Standing Orders, related Policies and By-Laws as required by the ASC Good Governance Requirements.
- Operationally deliver all requirements for the TFA Annual General Meeting including preparation of meeting paperwork, assist with the development of the Annual Report, coordinate logistics of the meeting and post meeting administrative requirements.
- Proactively support the delivery of any identified Board or Staff Awards - including service awards, life members and hall of fame requirements and associated functions/dinners.
- Manage and maintain a calendar for key requirements/communication for all government stakeholders/commercial/sponsorship agreements and/or contract obligations while ensuring monthly tasks are proactively managed and reporting requirements maintain positive relationships.
- Coordinate and support all aspects of TFA functions, conference and VIP events.
- Develop, update and maintain historical procedures and requirements of the Australian Touch Association and Touch Football Australia to protect the legacy of the organisation.

Budgeting and Financial Support

- Support the reconciling and coding of the CEO's expenditure.
- Monitor all income and expenditure relating to Executive Leadership requirements as relevant to the TFA Budget.
- Ensure all requirements are managed financially in accordance with TFA's Finance Manual.
- Work as directed and in conjunction with management to prepare budgets for related operations.

Relationship Communication and Management

- Facilitate and manage the highest level of customer service and a positive experience to all existing and prospective members and customers.
- Support the execution of a CEO communication plan that ensures TFA is publicly promoting stakeholder relationships of key states, affiliates and partners to actively acknowledge their achievements and milestones.
- Support the positive relationships with corporate and government partners, through regular CEO updates.



- Liaise with sponsors to promote the sport and manage the relationship of other critical partners; in particular working within the advised National framework of Touch Football Australia.
- Provide research and information to the CEO/Board on any new personal approach or prospective potential approaches giving background of work experience, hobbies and/or interests to support providing personal connections.
- Ensure any personal staff/member requests, support or rewards are provided either through partnerships and or sponsor support opportunities.
- Support on a relief basis any reception requirements and/or other staff as delegated by the CEO during peak periods.
- Where appropriate plot and develop a meeting schedule for the Chief Executive and Executive Leadership Team.

Administration

- Prepare annual and progress reports as required and provide information for National reporting including TFA Strategic, Participation, High Performance and Operational Plans.
- Support the TFA Commercial Team in the preparation of reports, proposals and other duties as required.
- Coordinate all resources in location for the effective delivery of executive management requirements.
- Ensure availability where possible to attend all meetings as required by relevant Management.
- Be conversant with the rules, procedures and Constitution of TFA.
- Ensure a good working knowledge of the complexities associated with running TFA.
- Attend all professional courses, workshops and/or meetings which will add to the development of the skills of the position.

C. Key Relationships

- Work closely with and under the direction of CEO of Touch Football Australia.
- Liaise closely with the Board, State Council Chairs, Executive Leadership Team and relevant advisory panels as required.
- Work with relevant TFA personnel, or partner states staff within National and State operations.
- Work with relevant personnel in various levels of government.
- Provide exceptional customer service to participants, affiliates, volunteers and partners/sponsors.



D. Key Selection Criteria

Essential

- Minimum 5 years experience in Executive Assistant role or similar
- Demonstrated success in building rapport and maintaining positive working relationships with internal and external stakeholders
- Effective time management, organizational and planning skills and the ability to meet deadlines and a range of competing priorities.
- Demonstrated ability to maintain confidentiality and exercise judgement and discretion
- Excellent written and oral communication skills supported by interpersonal skills of a high order.
- Demonstrated ability to consistently display customer services principles, practices and attributes.
- Demonstrated computer literacy and competence in Microsoft Windows applications

Desirable

- Experience working with volunteers in a non-profit environment
- Understanding of the structures and needs of the TFA community.
- Previous experience working with Board members and directors

E. Qualifications

- Tertiary qualifications in sport management or business administration related fields are an advantage.

F. Other

- Capacity to work outside of normal working hours and undertake travel as required.
- Current drivers licence.
- Display a high quality of personal appearance and conduct.
- Always observe strict confidentiality.
- Promote Touch Football internally and externally by upholding all organisational values.
- Willing to work under the provisions associated with the Certified Agreement of TFA and abide by the policies of the organisation.
- Work within and promote, through personal action, the TFA Corporate Culture.