



Gridiron Australia

Gridiron Australia (GA) is the governing body of American football (gridiron) in Australia. It is an approved sporting association under federal government regulations and is a member of the International Federation of American Football (IFAF). Seven out of the eight Australian states and territories run leagues; comprising a total of 80 teams consisting of approximately 5000 players.

Gridiron Australia also oversees the country's national teams, which have competed in several World Cups. It also manages the Junior (U19) National Championships and the Australian Gridiron League (AGL) for both Men and Women.

Requirement

GA is seeking responses from suitably qualified persons to take on the part time role of Administration officer who is responsible for providing administrative support to the Gridiron Australia board and its member states. The position is open to applicants anywhere in Australia and would suit someone interested in working from home.

Activities of the role

- Coordinate monthly GA board meetings
- Coordinate AGM and any Special General Meetings as required
- Keep accurate records of all GA Board business
- Provide reports to board members on relevant information prior to board meetings
- Provide administrative support to directors and commissioners in their roles
- Disseminate appropriate information to state bodies and other stakeholders
- Assist in the development of board reports including semi-annual update and annual report
- Ensure membership database is up to date and accurate and work with state bodies as required
- Assist organising committees on the preparation and execution of national tournaments
- Research and apply for eligible funding for Gridiron Australia and its affiliates
- Provide a communication channel for non-board members with the GA Board

Remuneration

This role is part time role and will attract a salary commensurate with the incumbent's experience and skills.

Further details (including full position description) can be obtained from or applications sent to:

Kevin Wilson (kevin.wilson@ga.org.au)

Closing Date – (5pm (EST) January 13th, 2018)