



Data Entry Assistant – AFL Barwon

The AFL Barwon Commission provides governance and strategy development for Football and Netball across the Geelong and Colac regions. We are seeking an enthusiastic and motivated person to join our team casual Data Entry Assistant position.

This casual position will be responsible for assisting AFL Barwon staff to complete match day paperwork, entering match day data, checking match day paperwork, providing administrative support to the operations staff and communicating with staff and stakeholders.

Reporting to the Operation Manager, the successful applicant will require:

- Excellent IT Skills, with experience with Microsoft Office.
- Interpersonal, engagement and communication capabilities.
- Experience in working as part of a team. - Flexible, adaptable and resilient.
- Experience with PlayHQ and/or Netball Connect system while not essential, will be highly regarded.

Applications close at 5pm on Friday the 10th of June 2022.



POSITION DESCRIPTION

POSITION TITLE	Data Entry Assistant
REPORTS TO	Operations Manager
DEPARTMENT	Operations

Our Purpose

AFL Barwon is here to support the passion of our stakeholders, through responsible governance and professional leadership, to deliver a thriving competition and sporting community.

Our Values	People and Culture Objective
<ul style="list-style-type: none">• Transparent & Fair• Accessible & Inclusive• Collaborative• Strong & Courageous• Progressive & Proactive	Attract, develop and retain quality people and develop a high-performance culture in line with AFL Barwon's key objectives and values

Overview of Role

Reporting to the Operations Manager this role has three key focus areas:

1. To co-ordinator and collate match day paperwork.
2. To assist the entry and checking of all match day paperwork and data.
3. To provide administrative support to the AFL Barwon Operations Team.

Other league or Commission based duties may also be required from time to time.

The role is a Casual Position



DATA ENTRY ASSISTANT – AFL BARWON

Responsible To:	Regional General Manager
Reporting To:	Operations Manager
Direct Reports:	N/A
Other Key Relationships:	AFL Barwon Commission & Staff and Clubs

KEY ROLES & RESPONSIBILITIES:

The position includes, but is not limited to, the following duties. In many cases, a duty will necessitate consultation with the Operations Manager.

AFL BARWON MATCH DAY PAPERWORK

1.	Collate and Co-ordinate Match Day Paperwork as it comes into the Office post weekend matches
2.	Using PlayHQ check that scoresheets and scorecards match the data entered in the system.
3.	Report any discrepancies to Operations Manager
4.	Check Match Day Paperwork stocks
5.	Enter all Match Day League votes into the system
6.	File all match day paperwork away

FINALS & FUNCTIONS

1.	Compile all Match Day Paperwork required for finals
2.	Attend Finals venues
3.	Assist in entering scores into PlayHQ on finals days
4.	File all Finals Match Day paperwork away
5.	Assist Operations Team with Vote Count Presentations using the Vote Count Software
6.	Attend Functions when required
7.	Assist Operations Team in checking Trophies for Presentation Nights

OTHER

1.	Other duties as identified and directed.
2.	Contribute to a positive culture at AFL Barwon by living the values



TERM & HOURS

Term

The position will be contracted until the 30th of September 2022

Hours of Employment

The successful candidate will be required a minimum of 2 days a week, with additional hours during August/September during the finals and functions period.