



FOOTBALL ADMINISTRATION ASSISTANT

- > **Part-time role (contract until October 31st, 2019)**
- > **Supportive team culture**
- > **SE suburb location**

Enjoying a history that extends beyond 125 years, Hawthorn Football Club is a proud, successful and respected team of the Australian Football League, well placed for future success. We live and breathe our values of Dynamic, Supportive, Relentless, Respectful and Selfless.

The club is presently seeking to appoint an enthusiastic and a self-motivated individual to join the Football Administration team in a part-time role (27 hours per week).

Reporting to the Head of Special Projects - Football, the Football Administration Assistant will provide administrative support to the Football Operations department.

The primary responsibilities will include:

- > General administration support to the football department
- > Coordinating catering and general housekeeping duties
- > Coordinating ticketing
- > Correspondence and communications (written and verbal)

This is an entry level position that would suit a person that has recently completed a Sport Administration/Management tertiary qualification and is looking to commence employment in a changing and exciting environment. You will have strong attention to detail, excellent time management skills and build relationships quickly. Resilience and drive are imperative.

A Working with Children Check and Police Check are also a requirement of the role upon commencement of employment. As an employer of an AFL club you must also comply with AFL Rules & Regulations which includes prohibiting employees from gambling on AFL football.

A competitive salary package will be offered to the right candidate with the right skills and experience. In addition, the Club's benefits program includes professional development opportunities, free parking, gym and pool access, discounts and an in-house health program.

Hawthorn Football Club encourages workplace diversity. Women and applicants with diverse backgrounds are encouraged to apply. We value our commitment to the Traditional Owners and as such, we welcome applications from candidates of Aboriginal and Torres Strait Island descent.

If you have the skills and experience, we're looking for, please forward your cover letter and your resume to recruitment@hawthornfc.com.au. Applications close Friday 29 March 2019.