



Australian National University Football Club Incorporated

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Summary of Positions

Position	Person
ANU Sport Liaison	Michael Blacksell
Canteen Manager	Vacant
Capital Football Liaison	Brett Graham
Communications Manager	Timothy Harris
Communications Coordinator	Vacant
Equipment Manager	Felix Freckmann
Equipment Coordinator	Vacant
Merchandise Manager	Vacant
Merchandise Coordinator	Vacant
Events Manager	Vacant
Referees Coordinator	Marcus Alim
Registrar	Brett Graham
SCUM Editor	Joshua Woodyatt
Social Football Coordinator	Vacant
Sponsorship Manager	Vacant
Summer 9s Coordinator	Vacant

CLUB ROLE:	ANU SPORT LIAISON	CURRENT STATUS:	MICHAEL BLACKSELL	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD

- Act as a representative of the club in working with ANU Sport
- Attend all ANU Sport meetings (in-person and online)
- Receive and respond to all ANU Sport communications
- Advise the committee on all matters related to ANU Sport, including but not limited to, the affiliation agreement, changes in club policy and procedures, the annual grant and ANU Sport membership
- Handle facility bookings

- Experience in dealing with external stakeholders
- Developed people skills

- Diplomacy
- Effective Communicator
- Exceptional People Skills
- Patience
- Attention to Detail

Any club member who is a good communicator and can work cooperatively with others

2 hour / week

CLUB ROLE:	CANTEEN MANAGER		CURRENT STATUS:	VACANT	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD	
<ul style="list-style-type: none"> Facilitate the operation of the canteen at South Oval from 12pm-4pm on matchdays. Ensure the responsible service of alcohol Renew the club's alcohol license with Access Canberra Liaise with Functions on Campus for the sale of alcohol Ensure all servers of alcohol have a valid RSA (club can subsidise this) Organise the safe operation of a BBQ Ensure adherence to relevant food safety guidelines 	<ul style="list-style-type: none"> Provide a much-requested feature of the club Choose your beer! Choose your food! 	<ul style="list-style-type: none"> Good club social network Exceptional Organisation Punctual People skills ACT RSA or the desire to get one (the club will subsidise) 	<p>A clubman who wants to improve the matchday experience.</p>	<p>1 hour organising during the week matches are on South;</p> <p>Likely to be 8-10 Saturday's of matches at South</p> <p>Maximum of 4 hours running the canteen on the weekend, although it is expected that you will engage with other club members to help man the canteen.</p> <p>Note: You will not be required to handle cash. The club has an EFTPOS reader for cashless transactions.</p>	

CLUB ROLE: CAPITAL FOOTBALL LIAISON		CURRENT STATUS:	BRETT GRAHAM	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD
<ul style="list-style-type: none"> Act as a representative of the club in working with Capital Football Attend all Capital Football meetings (in-person and online) Receive and respond to all Capital Football communications Advise the committee on all matters related to Capital Football, including but not limited to, competition regulations, disciplinary procedures and member registration. Oversee facility bookings for fixtures. 	<ul style="list-style-type: none"> Experience in dealing with external stakeholders Developed people skills 	<ul style="list-style-type: none"> Diplomacy Effective Communicator Exceptional People Skills Patience Attention to Detail 	Any club member who is a good communicator and can work cooperatively with others	2 hour / week

CLUB ROLE: COMMUNICATIONS MANAGER		CURRENT STATUS:	TIMOTHY HARRIS	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD
<ul style="list-style-type: none"> Handle all incoming and outgoing communication to members through Mailchimp, Facebook and email. Respond to all enquiries made through the website and Facebook Establish a post schedule for Facebook and promote the club Ensure all members of the club are up to date with club developments Promote the club during O-Week Liaise with the team to make announcements/promote the club 	<ul style="list-style-type: none"> Experience managing social media Experience with the Mailchimp service Be the voice of the club! 	<ul style="list-style-type: none"> Exceptional Customer Service People skills Effective Communicator Patience Punctual Facebook account 	A student looking to get involved with the club but cannot commit a lot of time.	1 hour / week. A lot of enquiries are similar, so if you setup automatic responses on Facebook, you could avoid repeated work.

CLUB ROLE: COMMUNICATIONS COORDINATOR		CURRENT STATUS: VACANT		
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD
<ul style="list-style-type: none"> Assist the Communications Manager in handling incoming/outgoing communication. Liaise with the team to communicate announcements through email and Facebook Attend O-Week/Bush Week 	<ul style="list-style-type: none"> Experience managing social media Experience with the Mailchimp service Be the voice of the club! 	<ul style="list-style-type: none"> Exceptional Customer Service Teamwork Facebook Account 	A clubman short on time.	0.5 hour / week

CLUB ROLE: EQUIPMENT MANAGER		CURRENT STATUS: FELIX FRECKMANN		
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD
<ul style="list-style-type: none"> Manage inventory of equipment at North and South Oval. Place orders with suppliers for replacement of lost, damaged and end of life equipment Distribute equipment to coaches Ensure accountability of coaches for equipment Work with Equipment Coordinator Conduct annual stocktake 	<ul style="list-style-type: none"> Experience in inventory management 	<ul style="list-style-type: none"> Organised Accountable Attention to detail 	A clubman with minimal time available to support the club	0.5 hour / week (or less with coordinators)

CLUB ROLE: EQUIPMENT COORDINATOR		CURRENT STATUS: VACANT		
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD
<ul style="list-style-type: none"> Assist the Equipment Manager in their work 	<ul style="list-style-type: none"> Experience in inventory management 	<ul style="list-style-type: none"> Organised Accountable Attention to detail 	A clubman who can offer 30min of their time each week distributing equipment to and collecting equipment from coach's	0.5 hour / week

CLUB ROLE:	EVENTS MANAGER		CURRENT STATUS:	VACANT	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD	
<ul style="list-style-type: none"> Organise the annual Season Launch, Trivia Night and Presentation Night and ensure strong member engagement Organise other events as you see fit (e.g. FIFA Tournament, A-League viewing party) Liaise with hosts for the booking of venues and the supply of food/drink Liaise with Communications Team to promote events. Liaise with Sponsorship Manager. 	<ul style="list-style-type: none"> Event management experience Direct how the club runs its social events Improved member engagement in social events and appropriate recognition. 	<ul style="list-style-type: none"> Motivated Strong people skills Good understanding of what members want out of their events Strong organisation skills 	<p>A clubman who knows who knows how to throw a party.</p>	<p>2-5 hours / week in the two weeks before an event.</p> <p>0-0.5hrs / week all other times.</p> <p>Most of the work is in the two weeks preceding an event.</p>	

CLUB ROLE:	MERCHANDISE MANAGER		CURRENT STATUS:	VACANT	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD	
<ul style="list-style-type: none"> Manage the club shop using the website Receive and process merchandise orders when required Ensure club members can conveniently collect their merchandise purchases. Manage inventory for merchandise. Place orders with suppliers for top-up orders when required Work with Merchandise Coordinator. Conduct annual stocktake 	<ul style="list-style-type: none"> Decide what merchandise the club offers it members Develop experience running an online shop Develop experience with WordPress and WooCommerce 	<ul style="list-style-type: none"> Organised Punctual Attention to detail (Desirable) WordPress and WooCommerce. 	<p>A clubman with experience running an online shop;</p> <p>or</p> <p>a clubman with a desire to strengthen the club's identity through merchandise</p>	<p>1 hour / week (or less with coordinators)</p>	

CLUB ROLE:	MECHANDISE COORDINATOR	CURRENT STATUS:	VACANT	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD
<ul style="list-style-type: none"> Assist the Equipment/Merch Manager in their work Receive and process merchandise orders at North Oval using the website when required. 	<ul style="list-style-type: none"> Develop experience running an online shop Have input into what merchandise the club offers its members 	<ul style="list-style-type: none"> Reliable Organised 	<p>A clubman who can spare 30min each week to distribute merchandise orders during the week.</p>	<p>0.5 hour / week</p>

CLUB ROLE:	REFEREE'S COORDINATOR	CURRENT STATUS:	MARCUS ALIM	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD
<ul style="list-style-type: none"> Develop and maintain a network of referee's for ANU matches Identify home matches that need filling each Friday afternoon and assign referees. This includes Men's matches on Saturday, as well as Masters matches and ANUWFC matches. Liaise with the treasurer to pay referees. Liaise with Communications team to reduce abuse of referees. Ensure referees are suitably qualified (e.g. Laws of the Game) 	<ul style="list-style-type: none"> First pick of referees for your team each week. Experience managing a team Support from the membership for a much needed and requested service. 	<ul style="list-style-type: none"> Strong Organisation Effective Communicator Punctual 	<p>A lower league member who understands the frustrations of not having a suitably qualified referee.</p>	<p>1 hour / week (on Friday's)</p>

CLUB ROLE:	REGISTRAR	CURRENT STATUS:	BRETT GRAHAM	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD
<ul style="list-style-type: none"> Maintain the membership records of the Club Setup registration packages Approve registrations Validate ANU Sport status of members Report club membership data as required to committee 	<ul style="list-style-type: none"> Contribute to the club in a very important role, that doesn't require an ongoing commitment throughout the year 	<ul style="list-style-type: none"> Attention to Detail Proficiency with excel Ability to work with ANU Sport Ability to learn the PlayFootball and GameDay registration systems 	<p>Any club member who expects to be at the club for the foreseeable future.</p> <p>Once you know your way around the PlayFootball system, the workload in future years is greatly reduced, to nothing more than a few hours of work each year.</p>	<p>Bulk of the work around March as registrations come in. Not much work other than refunds thereafter.</p>

CLUB ROLE:	SCUM EDITOR	CURRENT STATUS:	JOSHUA WOODYATT	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD
<ul style="list-style-type: none"> Liaise with coaches to receive match reports Liaise with the committee for additional content Compile six monthly (Mar-Aug) issues of the SCUM Compile the annual SCUM 	<ul style="list-style-type: none"> Impart your legacy on this 30-year club tradition Provide a much-loved service to over 400 of your fellow clubmen 	<ul style="list-style-type: none"> Proficient in Word Photoshop/Illustrator if you want to get creative with design work 	<p>A marketing or graphic design student looking for some practical experience; or</p> <p>A marketing or graphic design professional; or</p> <p>a writer.</p>	<p>The monthly issues seen in 2021 take about 5 to 10 hours to compile, but if you are organised, you can receive content through the month and work on it a couple of hours at a time. Similarly, the annual SCUM takes about 20 hours.</p>

CLUB ROLE:	SOCIAL FOOTBALL COORDINATOR		CURRENT STATUS:	VACANT	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD	
<ul style="list-style-type: none"> Organise an hour of Social Football on Fellows each week during semester for social members Liaise with communications team to promote social football Liaise with registrar to ensure participants are members 	<ul style="list-style-type: none"> Free social membership if you are not an existing club member. Make friends through football 	<ul style="list-style-type: none"> Must be available to attend each week Organised Great people skills 	<p>A first or second year student who wants to play social football with great people</p>	<p>1 hour / week (playing)</p>	

CLUB ROLE:	SPONSORSHIP MANAGER		CURRENT STATUS:	VACANT	
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR	WORKLOAD	
<ul style="list-style-type: none"> Seek new sponsorship opportunities Develop sponsorship relationships with new and existing sponsors Develop/Update sponsorship prospectus Renew the Hellenic Sponsorship Agreement Liaise with communications team to promote sponsors Liaise with events manager to promote sponsors at events Liaise with SCUM Editor to promote sponsors in the SCUM 	<ul style="list-style-type: none"> Experience working with external stakeholders Establish a new funding stream for your team/clubs. 	<ul style="list-style-type: none"> Fantastic people skills Wide contact network Effective Communicator Motivated and ambitious 	<p>A clubman with a wide network of contacts around Canberra; or A business or marketing student.</p>	<p>0.5-1 hour / week</p>	

CLUB ROLE:	SUMMER 9s COORDINATOR	CURRENT STATUS:	VACANT
WHAT YOU PUT IN	WHAT YOU GET OUT	NECESSARY SKILLS	PERFECT FOR WORKLOAD
<ul style="list-style-type: none"> • Accept nominations for teams in the Men's Competition. • Organise fixtures/draws/results for the men's competition • Liaise with the referee's coordinator to appoint referee's • Liaise with the ANU Sport Liaison for Facility Bookings • Liaise with the Registrar to register players through PlayFootball • Liaise with the Treasurer to issue invoices to teams and pay referees. • Liaise with the communications team to promote Summer 9s • Identify growth opportunities for the competitions. • Liaise with the ANUWFC for organisation of the mixed competition. 	<ul style="list-style-type: none"> • Significant compensation package • Project Management Experience 	<ul style="list-style-type: none"> • Great organisation • Leadership • Fantastic people skills • Effective Communicator • Motivated and ambitious 	<p>A clubman with knowledge and experience of the Summer 9s competition.</p> <p>2-3 hours / week during Oct-Dec</p>