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Job Title: Fixtures Co-ordinator

The role of the LNJSA Fixtures Coordinator is to coordinate the collation of team nominations and subsequently fixture all games within the LNJSA competition.

The Fixtures Coordinator is supported in this role by the LNJSA Secretary.

Key Responsibilities & Duties:

- Work closely with the LNJSA Committee at the commencement of each Season to collate team nominations
- Work closely with the LNJSA Secretary to determine field availability and leasing and to plan the layout of pitches for the Season
- Prepare Fixtures for the upcoming Season and disseminate to Clubs
- Report to the LNJSA Committee on any matters related to Fixtures
- Coordinate activities in relation to Knockout Competition

Desirable Attributes:

The Fixtures Coordinator should:

- be informed of all Association activities and events in relation to the planning and any ongoing impact of Fixtures
- have an understanding of the game and be familiar with the requirements for pitch size, structure and layout
- be able to work collaboratively with other Committee Members to ensure timely and effective compilation and distribution of Fixtures
- maintain a close working relationship with the LNJSA Match Recorder and LNJSA Secretary
- have a working knowledge of Excel

End of year hand over

Updating key documents

At the end of each year a key activity of the Fixtures Coordinator will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the LNJSA Secretary prior to the Annual General Meeting each year.



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Induction of the incoming Fixtures Coordinator

An important responsibility of outgoing Fixtures Coordinator is to train, mentor and support the incoming Fixtures Coordinator. This 'handover' period typically would be during the two months following the end of the season (31st October).

Remuneration:

This position attracts a one-off payment which will be paid following approval by the Committee before the end of the Financial year (ie. 31st October).