



Office Manager

Macarthur Football Association

SPORTSPEOPLE
RECRUITMENT



- **Hands-on operational leadership role**
- **Drive efficiencies & change to elevate the Association**
- **Lynwood Park (St Helens Park) location (hybrid)**

About Macarthur Football Association

The Macarthur Football Association (MFA) is responsible for the management and promotion of football in the south-west suburbs of Sydney, overseeing football competition for over 13,000 players from 26 member clubs across Campbelltown, Camden and Wollondilly.

Providing all people the chance to play football, MFA offers participation opportunities across both Winter and Summer seasons to include, MiniRoos boys and girls (under 5s to 11yo), youth, senior, through to Over 35s. Modified versions of the game including small-sided football and Walking Football cater to varying skill and physical ability levels in the community.

The Macarthur Rams Football Club is the elite representative teams owned by MFA, competing in the Football NSW NPL1 Men's and Women's Competitions in both Senior and Youth. The Rams Academy is operated by the Macarthur Rams FC, providing structured training and pathways for Club players that complement their participation at Club level.

Responsible for the home ground and offices at Lynwood Park in St Helens Park, MFA is structured with an elected Board of Directors who oversee strategy and governance working with the General Manager, coaching and administrative staff, and supported by a number of volunteers covering the various functions of the association.

MFA Purpose: Administer, promote, develop, and provide an accessible game for all within a framework of sound and ethical practice.

MFA Vision: The sport enjoyed more than any other across the Macarthur region.

MFA Values: Passion, Respect, Integrity, Transparency, Inclusive & Performance.



Office Manager

This newly created Office Manager role requires a highly organised and proactive administrator to take ownership of the day-to-day operations of the Association, working as second-in-charge to the General Manager. This role is central to keeping the organisation running smoothly and supporting stakeholders across clubs, volunteers, staff, officials, sponsors and the Board. You will manage office admin and operations, provide high-quality member service, support staff coordination and onboarding, assist with finance and governance admin, and ensure efficient systems, records and compliance processes are implemented and maintained.

The role also plays a key part in communications, marketing and digital platforms, including managing website updates, social media content, branding consistency and sponsor visibility. You will assist with planning and delivering events and functions, coordinating logistics, registrations and on-the-day operations, and supporting sponsor and VIP engagement. The Office Manager will also provide operational support to the Macarthur Rams FC, including coordinating and attending monthly club meetings.

To be considered for this position, you will bring strong organisational, administrative and event coordination experience, with exceptional time management and ability to manage multiple priorities, deadlines and stakeholders at the same time. A high level of attention to detail, accurate record keeping and the ability to follow and improve processes are essential.

You will demonstrate excellent written and verbal communication skills and the confidence to engage professionally with a wide range of stakeholders, including staff, volunteers, clubs, parents, sponsors and VIPs. You will be comfortable working both independently and as part of a small team, taking ownership of responsibilities while contributing positively to the wider organisation.

Whilst a background in community level sport, or a passion for football would be beneficial; more importantly you will champion a culture of continual improvement and exceptional member service, whilst driving change to elevate the Association.



Key Responsibilities

Office Administration & Operations

- Manage daily office operations including reception, enquiries, correspondence, and general administration
- Maintain office systems, filing, and record management (digital and hard copy)
- Coordinate office supplies, equipment, and service providers
- Ensure consistent office procedures and efficient workflow practices

Stakeholder Support & Customer Service

- Provide professional service and support to clubs, volunteers, players, parents, coaches, and officials
- Respond to phone and email enquiries in a timely and respectful manner
- Escalate complex matters to the General Manager or appropriate staff member

Staff & Scheduling Support

- Assist with coordinating staff schedules and office coverage
- Support onboarding administration for new staff and volunteers (where required)
- Coordinate meeting bookings, internal communications, and office scheduling

Finance & Administration Support

- Assist with accounts receivable/payable administration including invoicing, receipting, and reconciliation support
- Maintain accurate records aligned to financial controls and approval processes
- Liaise with suppliers and service providers regarding quotes, invoices, and payments
- Assist with reporting and administrative tasks required for audits and governance

Governance & Compliance Support

- Support the administration of Board and Committee meetings
- Assist with agenda distribution, minute-taking support, and action tracking
- Maintain relevant registers and administrative records
- Assist with compliance tracking including Working With Children requirements and child safe documentation

Social Media, Marketing & Communications

- Assist in planning and maintaining the Association's communications and content calendar
- Draft and publish content across Association platforms (Facebook, Instagram, website, email communications)
- Promote competitions, events, registrations, programs, club updates, and key announcements
- Create basic marketing collateral (flyers, posters, social graphics, digital banners) using tools such as Canva
- Coordinate content collection (photos, results, club achievements, sponsor recognition)
- Support consistent branding, tone, and messaging across all platforms
- Assist with sponsor visibility outcomes through regular promotional content

Facility, Equipment & Resource Management

- Oversee office equipment, supplies, and operational tools
- Support procurement of equipment for competitions or programs
- Coordinate access to facilities (meeting rooms, storage, association spaces)

Functions & Event Management

- Assist with planning and delivery of Association functions and events (e.g., presentations, forums, meetings, launches, stakeholder events)
- Coordinate event logistics including venue bookings, catering, suppliers, equipment, and event run sheets
- Prepare invitations, RSVPs, guest lists, event communications, and event schedules
- Coordinate event registrations, ticketing (if applicable), and attendee management
- Assist with sponsor and VIP engagement requirements for functions
- Support event-day operations including setup, pack down, signage, and stakeholder support
- Maintain event records and post-event reporting, feedback, and improvement notes

Sponsorship & Commercial Support

- Assist with developing sponsorship proposals and partnership decks.
- Ensure sponsor logos, mentions, and obligations are delivered across social channels.
- Promote sponsor content and help strengthen commercial relationships.

Website & Digital Platform Management

- Keep the association's website updated with news, events, policies, and resources.
- Ensure important documents and announcements are easy for clubs and members to find.
- Maintain digital calendars, program pages, and registration information.

Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

- Strong organisational and administrative skills, with the ability to manage multiple tasks simultaneously, prioritise workloads, and meet deadlines
- Experience in office, facility, and resource management
- Demonstrated experience in event coordination and delivery
- Excellent written and verbal communication skills
- Outstanding customer service skills with the ability to build and maintain professional and respectful relationships at all levels
- Experience managing digital platforms, including maintaining website content, event registration platforms, and ensuring information is accurate, current, and accessible
- High level of attention to detail and record-keeping skills, including maintaining event records, documenting outcomes, and identifying opportunities for improvement
- Ability to work independently and collaboratively, contributing positively to a small team environment while taking ownership of assigned responsibilities
- Flexible and proactive approach to work, including availability to support event-day operations such as setup, pack down, and stakeholder support when required
- Alignment to the Association's values

- Experience in a community sport environment (desirable)
- A love for the game and the local community (desirable)

You must hold a Working with Children Check or be able to obtain one as soon as possible, and before commencing employment with MFA.

Residency & Immigration

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.

Hours of Work

This is a Full Time position. Due to the nature of the role and the sport industry, some evening and weekend work will be required from time to time.

As a minimum the Office Manager would be expected to attend monthly MFA Board Meetings, MRFC Meetings (both on Monday evenings) and various other events and functions. Time in leiu is available for any additional hours worked.

Location

This position is located at the Macarthur Football Association Head Office at Lynwood Park in St Helens Park, NSW. An option to work some hours from home is available.

Remuneration Guide

An attractive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment before applying.

Website & Social Media

For more information and news items on all facets of activities, services and programs, visit:

Website: macarthurfootball.com.au

Facebook: facebook.com/macarthurfootball

Instagram: @macarthur football association

Indicative Timelines

Final interviews and the appointment of the Office Manager, Macarthur Football Association are scheduled for March, 2026.

The successful candidate would be expected to commence duties ASAP (by negotiation), mindful of notice periods and general availability.

Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.

Applications Close:

5pm Wednesday 25 February, 2026

Candidates must complete and submit the **COMPULSORY Sportspeople Recruitment**

Application Form at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

Apply to

Your application should be sent electronically via the "apply now" link at the advertisement via sportspeoplerecruitment.com/jobs

Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill on 0408 258 337** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via admin@sportspeoplerecruitment.com

About Sportspeople Recruitment

The Office Manager, Macarthur Football Association search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 30 years in 2026 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers. We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by the Macarthur Football Association as the exclusive search partner for the Office Manager position.

Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.**

Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. Believe in yourself and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.

