



THE BIG ISSUE – COMMUNITY STREET SOCCER PROGRAM

POSITION DESCRIPTION

Position Title: Administration Assistant

POSITION TITLE: Administration Assistant
REPORTS TO: State Coordinator / Head Office Staff
LOCATION: State Office / Head Office
INSURANCE: Covered by The Big Issue

PROGRAM OBJECTIVES

The Big Issue In Australia Limited (TBI) is a not-for-profit community organisation that seeks to provide ways to assist homeless, ex-homeless and unemployed people to participate in society as independently as possible.

The Big Issue Community Street Soccer Program offers homeless and marginalized people an opportunity to improve their physical and psychological well-being through soccer.

The program uses physical activity, in the form of organised sport, as a catalyst for transforming the lives by reconnecting homeless with the community and providing them with a real sense of purpose and belonging. Most critically, it gives them a great boost in self-esteem and a vision for a brighter future.

Community Street Soccer values participation – and the benefits this brings - over football skills and scoreboard competition. It fosters inclusiveness, commitment, selflessness & team spirit – all directed towards improving the individual's physical and psychological lifestyle and wellbeing. Most importantly, it allows both males and females, of all ages and varying abilities and fitness levels, to play sport and feel involved.

VOLUNTEER POSITION OBJECTIVE

To assist either State Office or Head Office Street Soccer staff in delivering the Community Street Soccer program by providing administration and marketing assistance.

POSITION RESPONSIBILITIES

Assist the State Coordinator / Head Office staff by:

- Managing contact databases
- Assist in the production of marketing collateral
- Updating The Big Issue Intranet
- Producing copy for The Big Issue website
- Identifying promotional opportunities for The Big Issue Street Soccer Program
- Researching Street Soccer articles for The Big Issue E-Newsletter
- Identifying fundraising opportunities for each site
- Coordinating fundraising activities for the Street Soccer Program
- Assisting in the coordination of sponsor related events such as corporate challenge matches

ESSENTIAL ATTRIBUTES

- Demonstrated experience in administration, sports management, marketing or event management would be highly regarded
- Proficient in MS Word, Excel and PowerPoint.
- Ability to work in a team environment
- Ability to maintain agreed commitments
- Responsiveness to supervision
- Ability to set priorities, meet deadline and manage time efficiency
- A positive 'can do' attitude
- Excellent organisational ability



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- Excellent written and oral communication skills

DESIRABLE ATTRIBUTES

- A reliable car and licence
- A Criminal Records check will be required if application is successful

TIME REQUIREMENTS

Casual position as required

TO APPLY

Please download a volunteer application form and return to the Street Soccer team by post, email or fax. For any enquiries, please call 03 9650 0482. Please attach your CV to the application form if you wish.

Post: Volunteering - Street Soccer
The Big Issue
GPO Box 4911 V V
Melbourne VIC 3001

Email: streetsoccer@bigissue.org.au

Fax: 03 9663 4252