



## Junior League Manager Full-Time Permanent Position

*Penrith and Districts Junior Rugby League have an exciting and rare opportunity for a dedicated and loyal Junior League Manager to join their busy team.*

Reporting to the Chief Operating Officer of Rugby League, you will to control and manage the Penrith Junior League and manage the financial and administration of the Penrith & Districts Junior Rugby League. The role will entail managing and overseeing all Junior League activities, competitions and functions and liaising with various stakeholders to ensure compliance and effective corporate governance.

### Your Main Duties and Responsibilities include:

- Oversight of Saturday, Sunday and Final series competitions and assist in conjunction with the High Performance Manager, the management of the Junior Representative competition;
- Registration of players, officials and ensure all officials have a current Working with Children Check;
- Ensure the Junior League rules, regulations, by-laws, policies are up dated after Board ratification and dispersed to relevant stakeholders;
- Manage all aspects of the Junior League financials including the preparation and monitoring of the annual budget, annual audit, sponsorship agreements and the authorisation and payment of accounts;
- Overseeing the management function of the junior league office staff;
- Liaise and communicate with all twenty two junior league clubs including agenda, minutes, follow up of Committee and Board of Management decisions;
- Report regularly to and keep the Junior League board informed of developments;
- Overview and manage the activities of the Junior District Coordinators;
- Represent Junior League on various subcommittees including NSWRL, NRL and local government bodies;
- District Recruitment Manager in regard to district representative and development programs;
- Liaise and work with the Penrith Referees' Association and;
- Manage and oversee the Disabled and Disadvantaged Players Foundation.

### To be successful in this role you will have:

- Previous experience and knowledge of Junior League Rules and Regulations;
- Excellent verbal and written communication skills;
- Excellent computer skills including understanding of Microsoft applications;
- Excellent time management, business management and leadership skills;
- Ability to negotiate at all levels including players, families, Junior League and NSWRL officials;
- Working with Children Check is essential for this position and;
- Knowledge of League Net software would be an advantage.

If this sounds like the job for you then please apply today!

---

### Want to Apply?

Please also send your cover letter & resume to: -  
Sarah Morris – Human Resources  
Panthers Group, Locked Bag 8322, Penrith, NSW, 2751  
Or via email: [employment@panthers.com.au](mailto:employment@panthers.com.au)