



Position Title	Football Operations Manager
Location	Elsternwick Park, 164 Glenhuntly Road, Brighton, 3186
Reports to	General Manager – Football Operations
Department	Football Operations Department
Classification	Full Time
Date Prepared	November 2019

Purpose (Mission/Aim)	<p>The Victorian Amateur Football Association aspires to provide all stakeholders of the competition with an affordable, enjoyable and competitive game of Australian Rules Football in a safe environment, whilst making a meaningful contribution to the community and the development of the game.</p>
Overall Role	<p>The Football Operations Manager will:</p> <ul style="list-style-type: none"> • Manage the operations of the football competition • Manage the operations of the tribunal • Manage the player points system • Work with all VAFA stakeholders including other football competitions • Develop strong lines of communication with the VAFA clubs and other key stakeholders • Uphold the core values of the VAFA which includes the amateur status of playing for the love of the game and VAFA's no alcohol policy • Work with all VAFA stakeholders including other football competitions, clubs, coaches, umpires, volunteers and sponsors
Experience and Qualifications Department	<p>Required</p> <ul style="list-style-type: none"> • Tertiary qualification in business, sports management or relevant field • Minimum five years' experience in the football industry or equivalent • A preparedness to work extended hours including after-hours meetings and weekends during the football season • High verbal and written communication, interpersonal and presentation skills <p>Desired</p> <ul style="list-style-type: none"> • Footyweb management experience • Experience working with volunteers

Key Competencies (Skills and Knowledge)	<p>Football Knowledge – Community Football in Victoria</p> <ul style="list-style-type: none"> • Knowledge of community football landscape in Victoria at a league and club level, and the key issues impacting on community football and umpiring
	<p>Relationship Development – Stakeholder Focus</p> <ul style="list-style-type: none"> • Develop and sustain produce relationships with all stakeholders • Proactively meet stakeholder needs including club administrators, coaches, players, umpire and volunteers
	<p>Planning and Organisation</p> <ul style="list-style-type: none"> • Capacity to plan objectives and implement strategies • Problem solving ability • Proactively identify potential risks and implement preventative actions • Preparation of reports for the General Manger Football Operations • Flexible to assist and manage requests from other internal departments
	<p>Effective Communication</p> <ul style="list-style-type: none"> • Ability to use a range of communication methods to communicate effectively with stakeholders eg. verbal and written • Ability to anticipate stakeholder needs and communicate accordingly • High interpersonal skills • Ability to write articles / promotional items - as required • Strong understanding of social media and an ability to discern appropriate use by all stakeholders
	<p>Administration</p> <ul style="list-style-type: none"> • Capacity to effectively record information, processes and systems to maintain accurate records • Ability to review and improve systems • High level competency in Microsoft Office applications, databases, website management and the internet

	<ul style="list-style-type: none"> Responsible for minute taking on relevant sub-committees
	<p>Time Management</p> <ul style="list-style-type: none"> Ability to effectively prioritise tasks to ensure delivery against key result areas Capability to manage a range of simultaneous projects and programs

Key Relationship and Communication Requirements	<p>Football Reports to:</p> <ul style="list-style-type: none"> General Manager – Football Operations
	<p>Direct Deports:</p> <ul style="list-style-type: none"> Student Placements – As appointed
	<p>Internal Communications</p> <ul style="list-style-type: none"> VAFAs CEO VAFAs Staff
	<p>External Communications (Stakeholders)</p> <ul style="list-style-type: none"> VAFAs Board VAFAs Clubs AFL Victoria