



<b>Position Title</b>	Football Operations Manager
<b>Location</b>	Elsternwick Park, 164 Glenhuntly Road, Brighton, 3186
<b>Reports to</b>	General Manager Football and Umpire Operations
<b>Department</b>	Football Operations Department
<b>Classification</b>	Full Time
<b>Date Prepared</b>	April 2022

<b>Purpose (Mission/Aim)</b>	<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>
<b>Overall Role</b>	<p>The Football Operations Manager will:</p> <ul style="list-style-type: none"> <li>• Manage the operations of the football competition</li> <li>• Manage the operations of the Tribunal and Investigation process</li> <li>• Manage the player points system</li> <li>• Develop strong working relationships with all VAFA stakeholders including other football competitions, clubs, coaches, umpires, volunteers and sponsors</li> <li>• Chair and manage VAFA football Advisory Groups</li> <li>• Ensure all VAFA stakeholders are complying with VAFA Rules, Policies and Match Day Requirements and manage the end of year review process of these documents</li> </ul>
<b>Experience and Qualifications</b>  <b>Department</b>	<p><b>Required</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in business, sports management or relevant field</li> <li>• Established background in the operation of an effective sporting organisation, in particular managing sporting competitions</li> <li>• Strong stakeholder management skills and experience in working with volunteers</li> <li>• Excellent attention to detail and presentation skills</li> <li>• A preparedness to work extended hours including weekends during the football season</li> <li>• Passion for football at all levels</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>• Exposure to sports Tribunal and Investigation processes</li> <li>• GameDay management experience</li> </ul>

<b>Key Competencies (Skills and Knowledge)</b>	<p><b>Football Knowledge – Community Football in Victoria</b></p> <ul style="list-style-type: none"> <li>• Knowledge of community football landscape in Victoria at a league and club level, and the key issues impacting on community football and umpiring</li> </ul>
	<p><b>Relationship Development – Stakeholder Focus</b></p> <ul style="list-style-type: none"> <li>• Develop and sustain productive working relationships with all stakeholders</li> <li>• Proactively meet stakeholder needs including club administrators, coaches, players, umpire and volunteers</li> </ul>
	<p><b>Planning and Organisation</b></p> <ul style="list-style-type: none"> <li>• Capacity to plan objectives and implement strategies</li> <li>• Problem solving ability</li> <li>• Proactively identify potential risks and implement preventative actions</li> <li>• Preparation of reports for the General Manager Football and Umpire Operations Flexible to assist and manage requests from other internal departments</li> </ul>
	<p><b>Effective Communication</b></p> <ul style="list-style-type: none"> <li>• Ability to use a range of communication methods to communicate effectively with stakeholders eg. verbal and written</li> <li>• Ability to anticipate stakeholder needs and communicate accordingly</li> <li>• High interpersonal skills</li> </ul>
	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• <u>Excellent attention to detail and presentation skills</u></li> <li>• Capacity to effectively record information, processes and systems to maintain accurate records</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to review and improve systems</li> <li>• High level competency in Microsoft Office applications, databases, website management and the internet</li> <li>• Responsible for minute taking on relevant football sub-committees</li> </ul>
	<p><b>Time Management</b></p> <ul style="list-style-type: none"> <li>• Ability to effectively prioritise tasks to ensure delivery against key result areas</li> </ul> <p>Capability to manage a range of simultaneous projects and programs</p>

<b>Key Relationship and Communication Requirements</b>	
	<p><b>Direct Reports:</b></p> <ul style="list-style-type: none"> <li>• Football Operations Coordinator</li> <li>• Student Placements – As appointed</li> </ul>
	<p><b>Internal Communications</b></p> <ul style="list-style-type: none"> <li>• VAFA CEO</li> <li>• VAFA Staff</li> </ul>
	<p><b>External Communications (Stakeholders)</b></p> <ul style="list-style-type: none"> <li>• VAFA Board</li> <li>• VAFA Clubs</li> <li>• AFL Victoria</li> </ul>