



<b>Position Title</b>	Club Development Coordinator
<b>Location</b>	Elsternwick Park, Glen Huntly Road, Elsternwick 3185
<b>Reports to</b>	Clubs & Community Manager
<b>Key Relationships (external)</b>	VAF A Clubs and associated stakeholders AFL Victoria VAF A Community Partners
<b>Key Relationships (internal)</b>	VAF A Administration VAF A Board of Directors
<b>Department</b>	Community
<b>Classification</b>	Full time (6-month contract) March to September  This role is currently advertised as a 6-month position and may become a Full time position upon review at the end of the 6 month period.  The start and end date of employment will be negotiable with the successful candidate

**Victorian Amateur Football Association Vision and Values**

The Victorian Amateur Football Association’s (VAF A) vision is to grow all aspects of the VAF A to enable a competition that our community can continue to be passionate and proud of

The VAFA's 4 values are:

- Respect
- Integrity
- Inclusion
- Community

#### Overall Role

Reporting to the VAFA Clubs & Community Manager the role of the VAFA Club Development Coordinator is to:

- Support the Delivery of the VAFA Strategic Plan and the key actions relating to the pillar of Community.
- Support the operationalization of Strategic Objectives.
- Support the delivery of AFL Victoria Objectives.

#### Required

- Tertiary qualification in Sports Management, Sports Administration or Education.
- Strong communication skills including presentation skills.
- Strong administrative skills including time management and ability to manage competing priorities.
- Strong problem-solving skills.
- Excellent interpersonal skills including a strong focus on supporting VAFA members.
- Ability to work to season timelines and collaborate with VAFA Stakeholders.
- Highly flexible and able to work in a variety of locations and settings.
- The ability to work outside of traditional business hours.
- A strong understanding of the Community Football Landscape.

#### Desired

- Previous experience working within a State Sporting Organisation, National Sporting Organisation or Community Football League.
- An understanding of the VAFA competition.
- Experience working with volunteers.

#### Key Responsibilities

- Support the development of relationships with VAFA clubs and ensure VAFA clubs are supported in key areas such as governance, strategic planning, and succession planning and connect VAFA clubs with the appropriate resources including the Toyota AFL Club help resources platform.

- Lead the VAFA Recognition and Reward process for Volunteers, Coaches and Clubs and link VAFA recipients to key AFL Awards.
- Lead Coach Education and bespoke Professional Development opportunities and the relationship with Key AFL Victoria Staff members in the Coaching space.
- Deliver the Tackle Your Feelings and other relevant VAFA programs to VAFA clubs including the delivery of workshops and associated administrative tasks.
- Support VAFA Clubs in applications for available funds and grants including the Strategic Community Investment Fund, TAC rewards program, SRV Grants, LGA grants and other opportunities as they arise.
- Support the delivery of VAFA Themed rounds each season (TAC, Tackle Your Feelings, Umpiring and BCNA in 2023).
- Support the management of key external relationships with Community partners including Tackle Your Feelings, Sports Community, VRGF, Relationships Australia Victoria, TAC etc.
- Support the development of VAFA “Mental Health and Welfare” strategy and “Inclusive Communication standards.”
- Support the delivery of AFL Vic policies including Concussion Management, Child Safety and Vilification and connect VAFA clubs to appropriate AFL Victoria initiatives.
- Attend and contribute to relevant AFL Victoria Club Development meetings

#### Other responsibilities

- Support the VAFA Clubs & Community Manager in achieving key strategic objectives aligned to the VAFA Strategic Plan.
- Support the broader VAFA team in key periods of the season e.g. Finals
- Provide reporting updates to VAFA Board and Senior Management when required.
- Provide updates to AFL Victoria on key Club Development areas when required.
- Other tasks as directed from time to time

*Applications Close on Monday 20<sup>th</sup> February at 5pm.*

*All Applications should be made via email directly to:  
**VAFA Clubs & Community Manager, Sean Walker**  
**[jobs@vafa.com.au](mailto:jobs@vafa.com.au)***