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| Position Title | Football Operations Coordinator |
| Location | Elsternwick Park, 164 Glenhuntly Road, Brighton, 3186 |
| Reports to | General Manager Football and Umpire Operations |
| Key Relationships | <p>Internal:</p> <ul style="list-style-type: none">• VAFA Staff• VAFA Board <p>External:</p> <ul style="list-style-type: none">• VAFA Clubs• Venues• AFL Victoria• Finals Match Managers and Gate Attendants |
| Department | Football Operations Department |
| Classification | Full Time |
| Date Prepared | February 2023 |

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| Vision Statement | <p>The Victorian Amateur Football Association’s vision is to grow all aspects of the VAFA to enable a competition that our community can continue to be passionate and proud of.</p> |
| Values | <p>Inclusive To have an environment that is safe, equitable and welcoming for all people. We honour, respect and celebrate all differences visible and invisible.</p> <p>Respect To always show respect to every person that we interact with, and in turn, to earn the respect of others for all that we do.</p> <p>Integrity Govern the VAFA in accordance with member approved Rules and Regulations that progress and grow the VAFA while preserving its traditional elements.</p> <p>Community Represent, connect and support everyone within the VAFA community.</p> |
| Roles and Responsibilities | <p>The Football Operations Coordinator will be responsible for:</p> <ul style="list-style-type: none"> • Development of all competition fixtures • Management of the player registration and transfer process via the Competition Management Platform • Ensure all clubs are complying with VAFA Rules, Policies and Match Day Requirements • Management of logistics and administration during VAFA Finals Series • Chair and manage VAFA Football Advisory Groups • Agenda and Minutes for VAFA Football Department meetings • Other department jobs as required – Finals Ticketing, Tribunal assistance, umpire appointments, VAFA Portal |

Experience and Qualifications

Required

- Tertiary qualification in Sports Management, Sports Administration or relevant field
- Excellent attention to detail and presentation skills
- Strong stakeholder management skills and experience in working with volunteers
- Ability to effectively prioritise tasks
- Strong problem solving skills
- A preparedness to work outside of traditional business hours including weekends during the football season

Desired

- Experience in the operation of a sporting organisation, in particular managing sporting competitions
- Experience working with GameDay and fixturing software
- An understanding of the VAFA competition