



<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>Key Relationships</b>	<p>Internal:</p> <ul style="list-style-type: none"><li>• VAFA Staff</li><li>• VAFA Board</li></ul> <p>External:</p> <ul style="list-style-type: none"><li>• VAFA Clubs</li><li>• Venues</li><li>• AFL Victoria</li><li>• Tribunal Members and Investigators</li></ul>
<b>Department</b>	Football Operations Department
<b>Classification</b>	Full Time
<b>Date Prepared</b>	April 2023

<b>Vision Statement</b>	<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>
<b>Values</b>	<p><b>Inclusive</b> 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><b>Respect</b> 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><b>Integrity</b> Govern the VAFA in accordance with member approved Rules and Regulations that progress and grow the VAFA while preserving its traditional elements.</p> <p><b>Community</b> Represent, connect and support everyone within the VAFA community.</p>
<b>Roles and Responsibilities</b>	<p>The Football Operations Manager will be responsible for:</p> <ul style="list-style-type: none"> <li>• Managing the operations of the football competition</li> <li>• Managing the operations of the Tribunal and Investigation process</li> <li>• Managing the player points system</li> <li>• Updating and enforcing all VAFA Policies and managing the end of year review process of these documents</li> <li>• Developing strong working relationships with all VAFA stakeholders including other football competitions, clubs, coaches, umpires, volunteers and sponsors</li> <li>• Chairing VAFA football Advisory Groups</li> <li>• Team Management of a VAFA Representative Football team</li> </ul>

<b>Experience and Qualifications</b>	<b>Required</b> <ul style="list-style-type: none"><li>• Tertiary qualification in Sports Management, Sports Administration or relevant field</li><li>• Established background in the operation of an effective sporting organisation, in particular managing sporting competitions</li><li>• Excellent attention to detail and presentation skills</li><li>• Strong stakeholder management skills and experience in working with volunteers</li><li>• Ability to effectively prioritise tasks</li><li>• Strong problem solving skills</li><li>• A preparedness to work outside of traditional business hours including weekends during the football season</li></ul>
	<b>Desired</b> <ul style="list-style-type: none"><li>• Exposure to sports Tribunal and Investigation processes</li><li>• An understanding of the VAFA competition</li></ul>