



Position Title	Club Support Coordinator
Location	Elsternwick Park, Glen Huntly Road, Elsternwick 3185 (Hybrid: 4 days on-site/1 Working from home)
Reports to	General Manager – Community & Club Support
Key Relationships (external)	<p>VAF A Clubs and associated stakeholders</p> <p>AFL Victoria</p> <p>VAF A Community Partners</p>
Key Relationships (internal)	<p>VAF A Administration</p> <p>VAF A Board of Directors</p>
Department	Community & Club Support
Classification	<p>Full time (8-month contract) January to September 2023</p> <p>This role is currently advertised as a 8-month position and may become a Full time position upon review at the end of the 8 month period.</p> <p>The start and end date of employment will be negotiable with the successful candidate.</p>

Victorian Amateur Football Association Vision and Values

The Victorian Amateur Football Association's (VAFA) vision is to grow all aspects of the VAFA 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 Support 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

- 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.
- Tertiary qualification in Sports Management, Sports Administration or Education.

Key Responsibilities

- Support VAFA clubs in key areas such as governance, strategic planning, and succession planning.
- Support the registration of club volunteers on PlayHQ.
- Lead the VAFA Recognition and Reward process for Volunteers, Coaches and Clubs and link VAFA recipients to key AFL Awards.
- Lead Coach Education and Professional Development opportunities and manage the relationship with Key AFL Victoria Coaching Staff members.
- Deliver the Tackle Your Feelings Program and other relevant VAFA programs to VAFA clubs including the delivery of workshops and associated administrative tasks, including coordinating program facilitators when required.
- Support VAFA Clubs in applications for available funds and grants including but not limited to Telstra Country Footy Grants, TAC rewards program and Sport & Recreation Victoria Grants.
- Support VAFA clubs with appropriate fundraising opportunities such as the Toyota Good for Footy Raffle.
- Support the delivery of VAFA Themed rounds each season (TAC, Tackle Your Feelings, Umpiring and BCNA).
- Support the management of key external relationships with Community partners.
- Support the delivery of appropriate Mental Health and Welfare initiatives to clubs and other VAFA stakeholders.
- Support the delivery of base level compliance requirements around AFL initiatives including Child Safety, Coach Accreditation etc.
- Attend and contribute to relevant AFL Victoria Club Development meetings.

Other responsibilities

- Support the VAFA General Manager – Community & Club Support 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 period
- 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 Sunday December 3rd at 5pm.

All Applications should be made via email directly to:

VAFA General Manager – Community & Club Support, Sean Walker
sean@vafa.com.au