



Football Operations Coordinator Victorian Amateur Football Association

The VAF A has an exciting and rewarding position available as Football Operations Coordinator and is seeking a motivated and enthusiastic person to fill this stimulating and varied role. This role calls for a motivated candidate to join our dynamic team and bring a specialised focus on data analytics and technical operations to enhance our football operations. The successful candidate will have excellent attention to detail, strong stakeholder management skills and experience in working with volunteers within a sporting organisation.

This is a full-time position within the Football Operations department and will report to the Football Operations Manager.

Key Values:

It is important that all applicants align with our four core key values of:

- **Community** ➤ **Inclusion** ➤ **Integrity** ➤ **Respect**

Key Responsibilities:

- Ensure all clubs are complying with VAF A Rules and Match Day Requirements
- Implementing key match day VAF A policies
- Management of the player registration and transfer process via the Competition Management Platform (Play HQ)
- Generating data insights to assist with effective competition management and policy development
- Management of logistics and administration during VAF A Finals Series
- Representative Football administration support and team management
- Agenda and Minutes for VAF A Football Department meetings

Other Duties

- Assist in managing competition fixtures and schedules.
- Assist in maintaining and updating player registration databases using the Competition Management Platform.

- Collaborate with different departments within VAFA as required for efficient operations.

Experience and Skill Sets

Required:

- Data analytical skills
- Excellent attention to detail and presentation skills
- Strong stakeholder management skills
- Ability to effectively prioritise tasks
- Proficient in Microsoft Office and Google Suites
- A preparedness to on occasion work outside of traditional business hours

Desired:

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

Benefits

- A vibrant and progressive working environment within the sporting industry
- A connected and supportive workplace
- Flexible working arrangements
- Career development opportunities
- Joining the largest community football association in Australia

Applications close February 1, 2024.

To send in your application (cover letter and resume) please email Gabriella Martin (Football Operations Manager) at gabriella@vafa.com.au