



Position Description

Reports To: VAFAs CEO		Direct Reports: (2) Club Support Manager & Wellbeing Project Manager
Location: VAFAs HQ, 164 Glen Huntly Road		Key Relationships: VAFAs Community Partners, VAFAs Clubs and associated stakeholders, AFL Victoria, LGA's, VAFAs Administration, VAFAs Board of Directors
Position Purpose:	<p>The role of Manager - Community & Club Support is to:</p> <ul style="list-style-type: none"> • Be responsible for the Delivery of the VAFAs Strategic Plan and the key actions relating to the pillar of Community & Club Support. Including Projects, Programs and initiatives. • Manage all relationships both internal and external associated with the Manager – Community & Club Support position. • Lead and Manage the VAFAs Club Support Manager and Wellbeing Project Manager. • Hold responsibility for finances within the Community & Club Support Department 	
Position Specification:		
	Major Activities	
	<p>Strategic Delivery & Reporting</p> <ul style="list-style-type: none"> • Responsible and accountable for the delivery of strategic objectives within the Community & Club Support pillar of the VAFAs Strategic Plan 2023-2026. • Delivery of VAFAs Management Action Plan • Provide Management reporting updates to VAFAs CEO and VAFAs directors when required. • Provide relevant department updates to the Community & Club Support Sub Committee. <p>Club Support & Development</p> <ul style="list-style-type: none"> • Manage relationships with all 67 VAFAs clubs and provide strategic support in key areas of club development alongside the Club Support Manager. • Provide relevant updates on club health including at risk clubs and formulate responsive action to support clubs considered at risk using developed tools to support identifying and responding top clubs at risk. 	



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- Identify best practice operations across the association that could be shared through education, capacity building etc and develop appropriate tools for support for all clubs.
- Support at risk clubs, clubs in recess to become sustainable members of the association.

Projects & Partnerships

- Oversee the development and management of relationships with Charity, Community and select Commercial partners.
- Manage the delivery of outcomes and services connected to Community & Club Support revenue sources.
- Deliver VAFA's Themed rounds annually and review Themed round delivery and partners periodically.

Finances

- Responsible for delivery of Community & Club Support budget
- Responsible for invoicing, budget management and forecasting relating to the Community & Club Support budget

People Management

- Lead 2 FTE, Club Support Manager & Wellbeing Project Manager.
- Hold department meetings periodically as well as 1-1 meetings periodically with department staff.
- Set annual staff Key Performance Indicators in consultation with staff.
- Deliver Performance Reviews annually to department staff.

Data & Insights

- Manage annual surveys and data collection from member clubs and provide analysis and reporting on data captured.
- Review current Community & Club Support projects, programs and practices and provide recommendations to VAFA CEO where appropriate using data and feedback to inform decision making.

Communications

- Develop Communication & Marketing Plans for all Community & Club Support communications in consultation with internal department and other VAFA departments
- Manage the development and execution of content for the VAFA website, VAFA Portal, EDM's and other digital channels and update appropriate content for the VAFA Club Support Hub.



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Additional Activities	
	<ul style="list-style-type: none"> • Deliver ongoing connection of VAFAs Clubs to VAFAs strategic priorities through annual reporting. • Oversee Coach Education and Accreditation initiatives. • Oversee Reward and Recognition initiatives. • Support the delivery of the VAFAs Finals Series and other relevant events, forums and conferences.
Qualifications	
	<ul style="list-style-type: none"> • Tertiary qualifications in Sports Management, Sports Administration or Education • Or sufficient and relevant experience
Experience/Skills	
	<ul style="list-style-type: none"> • Previous experience working within a State Sporting Organisation, National Sporting Organisation or Community Football League. • An understanding of the VAFAs competition or Community Football League. • Previous experience managing and influencing others. • Experience working with volunteers at sporting clubs. • Experience leading staff and teams.

Application Instructions

All applications should be made via email directly to:

VAFAs Chief Executive Officer, Jason Reddick

via jobs@vafa.com.au

Applications close 5pm Friday November 22nd.