



Tribunal & Compliance Officer

Victorian Amateur Football Association

The VAF A has an exciting and rewarding position available as Tribunal & Compliance Officer and is seeking a motivated and enthusiastic person to fill this critical role. This role calls for a experienced candidate to join our team and bring a specialised focus on Tribunal and Investigation process to enhance our football operations.

The successful candidate will have excellent attention to detail, strong stakeholder management skills, and experience in either the sporting landscape, or tribunal, legal or law enforcement background.

This is a **part-time position within the Football & Umpiring department** and will report to the General Manager Football & Umpiring.

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

Community | Inclusion | Integrity | Respect

Key Responsibilities:

- **Manage the operations of the Tribunal processes**
- **Manage the operations of Club and VAF A Investigation processes**
- **Management of VAF A Code of Conduct and VAF A Policy breaches**
- **Management of the AFL National Community Football Policy Handbook breaches**

Key Tasks:

- Recruitment and retention of Tribunal members, Video Review Officer, VAF A Tribunal Advocates, and Investigators
- Manage the Video Review Officer and Video Referral processes
- Develop and implement efficient operational processes and procedures to streamline workflows
- Compliance and integrity from clubs of all VAF A Policies, and Codes of Conducts
- Generating data insights to assist with effective competition management and policy development
- Manage the end of year review process of Tribunal and investigation processes

Workplace culture:

- Collaborate with different departments within VAFA as required for efficient operations.
- Assist in other VAFA or Football Operations duties as required by the GM Football & Umpiring

Experience and Skill Sets Required:

- Knowledge of the sporting industry
- Previous experience in tribunal, law enforcement, or legal background
- Data analytical skills
- Excellent attention to detail
- Strong stakeholder management skills
- Ability to effectively work to deadlines
- Proficient in Microsoft Office
- A preparedness to work outside of traditional business hours

Desired:

- Experience in the operation of a sporting organisation
- Experience in working with volunteers
- An understanding of the VAFA and/or sporting competitions

Benefits

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

Applications close Monday February 3, 2025.

To send in your application (cover letter and resume), or for any enquiries on the role please email dale@vafa.com.au