



## Position Description

Title:	<b>Women's Football / Netball Development Officer</b>
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Location:	EDFL Office, 78A Napier Street, Windy Hill
Reports to:	Football Operations Manager
Classification:	Part Time – 3 days per week
Date Prepared:	August 2017

<b>Overview of Role</b>	<p>The EDFL consists of 32 clubs and 377 teams across senior, junior and female football competitions.</p> <p>The Women’s Football / Netball Development Officer will work closely with EDFL Clubs to field girls and women’s teams in the EDFL whilst building a sustainable netball competition specific for EDFL Clubs to build and submit netball teams.</p>
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<b>Skills and Knowledge Competencies</b>	<b>Professional Attributes</b>
	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Sports Management or similar qualifications desirable, but not necessary.</li> <li>• Excellent verbal and written communication and public relations skills.</li> <li>• Experience and understanding of football club and league environments.</li> <li>• High level computer literacy skills.</li> <li>• Preparedness to work extended hours including afterhours meetings and weekends.</li> </ul>
	<b>Personal Attributes</b>
	<ul style="list-style-type: none"> <li>• Passionate about women’s sport.</li> <li>• Proactive.</li> <li>• Approachable and engaging.</li> <li>• Self-motivated.</li> <li>• Strong Character.</li> <li>• Team Player.</li> <li>• Ability and willingness to work long and flexible hours.</li> <li>• Current Drivers Licence</li> <li>• Working with Children’s Check or willingness to obtain.</li> </ul>

<b>Job / Task Profile</b>	<p><b>Women’s Football</b></p> <ul style="list-style-type: none"> <li>• Liaise with clubs to field girl’s and women’s football teams</li> <li>• Work with clubs to ensure the transition of girl’s and women’s teams into existing football club structure</li> <li>• Work with clubs to seek funding opportunities</li> <li>• Build relationships with councils to facilitate communication with clubs and assistance with facility upgrades</li> <li>• Assist clubs with player welfare</li> <li>• Build relationships with school programs with the intention of increasing community club participation</li> <li>• Coordinate education forums for club volunteers</li> <li>• Work with Football Operations to implement and change rules and by-laws where necessary</li> <li>• Promote Women’s football where possible</li> <li>• Administration tasks as required</li> </ul> <p><b>Netball</b></p> <ul style="list-style-type: none"> <li>• Develop netball competition coordinated by the EDFL</li> <li>• Liaise with clubs to field a netball team</li> <li>• Work with clubs to ensure the transition of a netball team into existing football club structure</li> <li>• Provide the operations for the netball competition</li> <li>• Conduct umpire and coach accreditation courses where necessary</li> <li>• Liaise with Netball Victoria and local netball associations</li> </ul> <p><b>Finals</b></p> <ul style="list-style-type: none"> <li>• Provide assistance in the planning and management of the finals series.</li> <li>• Assist in the management of staff/volunteers.</li> <li>• Assist with required match day duties during finals matches.</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Other duties as required.</li> </ul>
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<b>Key Relationships and Key Communications Required</b>	<b>Reports to:</b>
	<ul style="list-style-type: none"> <li>• EDFL Football Operations Manager</li> <li>• EDFL CEO</li> <li>• EDFL Board of Management</li> </ul>
	<b>Internal Communications</b>
	<ul style="list-style-type: none"> <li>• EDFL paid staff and volunteers</li> </ul>
	<b>External Communications</b>
	<ul style="list-style-type: none"> <li>• EDFL Clubs</li> <li>• EDFL Umpires Association</li> <li>• Western Jets Football Club</li> <li>• Calder Cannons Football Club</li> <li>• Other Football Leagues and bodies</li> <li>• AFL Victoria</li> <li>• Netball Victoria</li> <li>• Local LGA’s</li> </ul>