



Position Description

Title:	Football Operations Manager
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Location:	EDFL Head Office - 78A Napier Street, Essendon
Reports to:	CEO
Classification:	Full Time
Date Prepared:	July 2018

Overview of Role	<p>The EDFL competition consists of 33 clubs and 420 teams competing in open age and junior competitions for males and females.</p> <p>The Football Operations Managers is responsible to meet the key performance targets of EDFL’s strategic plan, with emphasis on supporting the growth of clubs, both in the number of clubs and number of players (especially women’s/girls’ football).</p>						
Experience, Qualifications and Key Personal Attributes	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"> <th data-bbox="371 479 1401 546" style="text-align: left; padding: 5px;">Required</th> </tr> <tr> <td data-bbox="371 546 1401 752" style="padding: 5px;"> <ul style="list-style-type: none"> Management qualification and/or substantial experience working within a sports management capacity Experience of football club and league environments Working with Children’s Check Drivers Licence </td> </tr> <tr style="background-color: #e0e0e0;"> <th data-bbox="371 752 1401 819" style="text-align: left; padding: 5px;">Desired</th> </tr> <tr> <td data-bbox="371 819 1401 887" style="padding: 5px;"> <ul style="list-style-type: none"> Tertiary qualifications in Sports Management or similar qualifications </td> </tr> <tr style="background-color: #e0e0e0;"> <th data-bbox="371 887 1401 954" style="text-align: left; padding: 5px;">Personal Attributes</th> </tr> <tr> <td data-bbox="371 954 1401 1411" style="padding: 5px;"> <ul style="list-style-type: none"> Excellent verbal and written communication and public relations skills Demonstrated leadership skills Strong attention to detail High level computer literacy skills Preparedness to work extended hours including after-hours meetings and weekends during the football season Passionate about football Strong character Proactive Approachable Self-motivated Team Player </td> </tr> </table>	Required	<ul style="list-style-type: none"> Management qualification and/or substantial experience working within a sports management capacity Experience of football club and league environments Working with Children’s Check Drivers Licence 	Desired	<ul style="list-style-type: none"> Tertiary qualifications in Sports Management or similar qualifications 	Personal Attributes	<ul style="list-style-type: none"> Excellent verbal and written communication and public relations skills Demonstrated leadership skills Strong attention to detail High level computer literacy skills Preparedness to work extended hours including after-hours meetings and weekends during the football season Passionate about football Strong character Proactive Approachable Self-motivated Team Player
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Key Accountabilities	<p>1. Administration</p> <ul style="list-style-type: none"> • Develop and apply EDFL Rules, Regulations and Policies as required. • Manage the EDFL’s Competition Management System (SportsTG). • Communicate information to clubs. • Preparation of reports as required. • Ensure all requirements of the Allowable Player Payments and Player points programs are successfully executed • Oversee player records, tribunal and appeals systems and processes
	<p>2. Staff Leadership</p> <ul style="list-style-type: none"> • Ensure all staff have up to date Position Descriptions and regularly review their performance • Provide direction, feedback and support to staff as required • Ensure staff receive appropriate training and education
	<p>3. Home and Away Season Co-ordination</p> <ul style="list-style-type: none"> • Oversee the conduct of all Junior (Underage) and Senior (incorporating Senior and Reserve grade and U18) football competitions for the EDFL • Liaise with and maintain effective working relationships with clubs, umpires and other stakeholders • Arrange annual fixtures • Oversee all match day paperwork and follow up as required. • Maintain effective working relationships with TAC Cup partners Western Jets and Calder Cannons • Oversee the junior grading process
	<p>4. Finals Co-ordination</p> <ul style="list-style-type: none"> • Provide assistance in the planning and coordination of the finals series to the Football Operations Officer. • Negotiate usage and management of finals venues and facilities with local council, host clubs and other stakeholders. • Ensure ordering of medals/trophies for finals series. • Arrange and manage staff/volunteers. • Assist with required match day duties during finals matches
	<p>5. Interleague Co-ordination</p> <ul style="list-style-type: none"> • Oversee interleague program as coordinated by the Football Operations Officer. • Coordinate the appointment of coaches, match committees, managers, trainers, medical and other staff as required. • Coordinate training venue(s) and other training requirements. • Ensure all AFL Victoria requirements are adhered to
	<p>6. Resource support to clubs</p> <ul style="list-style-type: none"> • Assist club officials in the day to day management of their clubs. • Communicate resource material to club officials. • Establish strategies to develop the professionalism of clubs and improve their structures and processes to improve their viability.

Key Relationships and Communications	Reports to:
	<ul style="list-style-type: none"> • CEO
	Direct reports:
	<ul style="list-style-type: none"> • Football Operations Officer
	External Communications
	<ul style="list-style-type: none"> • EDFL Clubs • EDFL Umpires Association • Western Jets Football Club • Calder Cannons Football Club • Other Football Leagues and bodies • AFL Victoria • Local Government Agencies
	Internal Communications
<ul style="list-style-type: none"> • EDFL Board • Media Manager • Female Football & Netball Development Manager • Umpiring & Development Manager • Umpires Administrator 	