



## Position Description

Title:	<b>Football Operations Manager / Corporate Partnership Manager</b>
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Location:	EDFL Office
Reports to:	CEO
Classification:	Full Time
Date Prepared:	September 2020

<b>Overview of Role Operations</b>	The Football Operations Manager oversees and assists the Football Operations Staff to ensure the efficient operation of the EDFL competition and interleague teams/competitions, whilst providing administrative support and guidance to the clubs.
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<b>Skills and Knowledge Competencies Operations</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>• Strong attention to detail.</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 weekends during periods when matches are fixtured.</li> </ul>
	<b>Personal Attributes</b>
	<ul style="list-style-type: none"> <li>• Passionate about sport.</li> <li>• Proactive.</li> <li>• Approachable.</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>

<p style="text-align: center;"><b>Job / Task Profile Operations</b></p>	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Oversee and assist the Football Operations Staff in conducting all Junior (Underage) and Senior (incorporating Senior and Reserve grade and U18.5) football competitions for the EDFL.</li> <li>• Assist with the registration of all accredited club officials and their relevant qualifications.</li> <li>• Manage the receipt, recording and administration of all new registrations.</li> <li>• Manage the administration of all clearances transferring to, from and within the EDFL.</li> <li>• Ensure the maintenance and updating of all player records.</li> <li>• Coordinate reports and tribunal hearings and ensure that all parties concerned are aware of details of hearings.</li> <li>• Manage the EDFL's Competition Management System (Sports TG)</li> <li>• Communicate information to clubs.</li> </ul> <p><b>Home and Away Season</b></p> <ul style="list-style-type: none"> <li>• Liaise with and maintain effective working relationships with clubs, umpires and other stakeholders as required.</li> <li>• Arrange annual fixtures.</li> <li>• Coordinate weekly results to the media.</li> <li>• Oversee all match day paperwork and follow up as required.</li> </ul> <p><b>Finals</b></p> <ul style="list-style-type: none"> <li>• Aid in the planning and coordination of the final's series.</li> <li>• Coordinate medals/trophies for 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>Interleague</b></p> <ul style="list-style-type: none"> <li>• Oversee and assist interleague program, including seniors and juniors.</li> <li>• Oversee and assist interleague carnival(s) on behalf of EDFL.</li> <li>• Oversee and assist with the appointment of coaches, match committees, managers, trainers, medical and other staff as required.</li> <li>• Oversee and assist training venue(s) and other training requirements.</li> <li>• Ensure all AFL Vic requirements are adhered to.</li> </ul>
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<p><b>Job / Task Profile</b> <b>Operations</b></p>	<p><b>Resource support to clubs</b></p> <ul style="list-style-type: none"> <li>• Assist club officials in the day to day management of their clubs.</li> <li>• Communicate information to club officials.</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Other duties as required.</li> </ul>
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<p><b>Key Relationships and Key Communications Required</b> <b>Operations</b></p>	<p><b>Reports to:</b></p>
	<ul style="list-style-type: none"> <li>• EDFL CEO</li> <li>• EDFL Board of Management</li> </ul>
	<p><b>Internal Communications</b></p>
	<ul style="list-style-type: none"> <li>• EDFL Operations Staff</li> <li>• All Other EDFL paid staff and volunteers</li> </ul>
	<p><b>External Communications</b></p> <ul style="list-style-type: none"> <li>• EDFL Clubs</li> <li>• EDFL Umpires Association</li> <li>• Essendon FC</li> <li>• Coburg FC</li> <li>• Western Jets Football Club</li> <li>• Calder Cannons Football Club</li> <li>• Other Football Leagues and bodies</li> <li>• AFL Victoria</li> </ul>

<p><b>Overview of Role</b> <b>Corporate Partnerships</b></p>	<p><b>Reporting to the CEO this role has 2 focus areas</b></p> <ul style="list-style-type: none"> <li>• To assist the CEO to secure and service existing partners for the EDFL</li> <li>• To identify and develop new revenue streams for the EDFL</li> </ul>
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<b>Skills and Knowledge Competencies Corporate Partnerships</b>	<b>Professional Attributes</b>
	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Business Marketing and/or Sports Management or similar qualifications desirable, but not necessary.</li> <li>• Experience in marketing and partner relations</li> <li>• Experience in writing, developing, and conducting presentations</li> <li>• Strong attention to detail.</li> <li>• Well-developed people skills including the ability to build and foster relationships with a wide range of clients and service providers</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 weekends during periods when matches are fixtured.</li> <li>• Current Drivers Licence</li> <li>• Current Working with Children's Check</li> </ul>
	<b>Personal Attributes</b>
	<ul style="list-style-type: none"> <li>• Passionate about sport.</li> <li>• Proactive.</li> <li>• Approachable.</li> <li>• Self-motivated.</li> <li>• Strong Character.</li> <li>• Team Player.</li> <li>• Ability and willingness to flexible hours.</li> <li>• Current Drivers Licence</li> <li>• Working with Children's Check or willingness to obtain.</li> </ul>

<p><b>Job / Task Profile Corporate Partnerships</b></p>	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Introduce and develop the most efficient procedures, administrative templates and reporting processes that will provide the CEO and Board an up to date view of current performances and KPI's at even given time.</li> <li>• Manage the corporate partners budget for EDFL</li> <li>• Develop professional partnership proposals, demonstrate ability to present to potential clients and existing corporate partners.</li> </ul> <p><b>Home and Away Season</b></p> <ul style="list-style-type: none"> <li>• Liaise with and maintain effective working relationships with all stakeholders during season</li> <li>• Regular contact with stakeholders to service sponsorship agreements</li> <li>• Attend all Functions as conducted before during and after season</li> </ul> <p><b>Finals</b></p> <ul style="list-style-type: none"> <li>• Facilitate and coordinate the involvement of corporate partners and sponsors in the final's series.</li> <li>• Assist with and attend Functions during EDFL Finals</li> </ul>
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<p><b>Job / Task Profile Corporate Partnerships</b></p>	<ul style="list-style-type: none"> <li>• Seek, develop, and retain partners and suppliers for EDFL to ensure the ongoing financial health and sustainability of EDFL</li> <li>• Develop strong relationships with all partner and supplier stakeholders to aid retention and foster a positive image of EDFL and our professional conduct</li> <li>• Ensure delivery and activation of all elements of an individual partner and suppliers partnership agreement on time and on budget</li> <li>• Focus on partners with a broader "footprint" that can utilise and maximise the total reach of EDFL.</li> <li>• Assist in the development of media and communications to assist in partnership reach</li> </ul>
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<b>Key Relationships and Key Communications Required Corporate Partnerships</b>	<b>Reports to:</b>
	<ul style="list-style-type: none"> <li>EDFL CEO</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 Board</li> <li>EDFL Stakeholders and Partners</li> <li>AFL Victoria</li> <li>Netball Victoria</li> </ul>