



## Position Description

Title:	<b>Junior Football Operations Officer (NEW)</b>
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Location:	EDFL Office
Reports to:	Junior Football Operations Manager
Classification:	Part Time – 1 <sup>st</sup> March to 1 <sup>st</sup> October 2024 (24 hours per week) Sunday to Wednesday
Date	October 2023

<b>Overview of Role</b>	<p>The Essendon District Football League consists of 37 clubs and approximately 450 teams competing in open age and junior competitions.</p> <p>The Junior Football Operations Officer assists the Junior Football Operations Manager to ensure the efficient operation of the EDFL competitions, whilst providing administrative support and guidance to the clubs.</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>• 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>

<b>Job / Task Profile</b>	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Assist the Junior Football Operations Manager in conducting all Junior (Underage) football for the EDFL.</li> <li>• Assist with the registration of all accredited club officials and their relevant qualifications.</li> <li>• Assist with the maintenance and updating of all player records.</li> <li>• Communicate information to clubs.</li> <li>• Responsible for all match day paperwork and issuing of junior fines.</li> <li>• Record and update player best and fairest votes</li> <li>• Ordering and sales of all Footballs</li> <li>• Assist with the organisation and conducting of all Interleague programs.</li> <li>• Assist in Organising and conduct Club Training Courses as required</li> <li>• Other duties as directed by the Junior Operations Manager &amp; CEO</li> <li>• Check in tribunal attendees every Tuesday night.</li> <li>• Booking all council grounds for finals &amp; umpire training</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>• Assist Junior Operations Manager with annual fixtures &amp; grading.</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>• Assist in the planning and coordination of the EDFL final's series.</li> <li>• Assist in the management of staff/volunteers.</li> <li>• Assist with required match day duties during finals matches.</li> <li>• Plan and run the junior best and fairest night</li> </ul> <p><b>Interleague</b></p> <ul style="list-style-type: none"> <li>• Assist with the coordination of interleague program.</li> <li>• Assist with the appointment of coaches, match committees, managers, trainers, medical and other staff as required.</li> <li>• Coordinate training venue(s) and other training requirements.</li> <li>• Ensure all AFL Vic requirements are adhered to.</li> </ul>
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<b>Job / Task Profile</b>	<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 by CEO.</li> <li>• Event planning and delivery where 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 Junior Football Operations Manager</li> <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 Clubs</li> <li>• Western Jets Football Club</li> <li>• Essendon FC</li> <li>• Coburg FC (VFL)</li> <li>• Calder Cannons Football Club</li> <li>• Other Football Leagues and bodies</li> <li>• AFL Victoria</li> <li>• Local Government Authorities</li> </ul>