



GREAT GAME

45-61 Tills St
PO Box 12014
Westcourt, QLD 4870
Phone: 07 4042 3000
Fax: 07 4033 1574

ABN 75 010 616 798
ACN 010 616 798

AFL CAIRNS UMPIRE COORDINATOR

Position Description

ABOUT US

AFL Cairns is one of the most exciting and innovative leagues in Far North Queensland. The AFL Cairns competition spans from the Southern corridor of Gordonvale through the Cairns central district into the Northern Beaches, and reaching participants as far north as Port Douglas and Mossman.

Our purpose as an organisation is *'to leave the game in a better place than when we started by uniting and inspiring our local community'*. Our team values of **Community**, **Professionalism**, and **Integrity** drive how we operate and are viewed in the region.

AFL Cairns is committed to providing a work environment in which every employee is treated fairly and with respect. We are an Equal Opportunity employer and firmly believe that diversity and inclusion is an important part of our organisation and the communities in which we operate. Our game is for everyone, and we strive to be a workplace for everyone.

Aboriginal and Torres Strait Islander peoples are encouraged to apply.

ABOUT THE ROLE

As Umpire Coordinator, you will work in conjunction with AFL Cairns and AFL Cairns Juniors to oversee the umpire administration for the three competitions (Men, Women and Juniors).

The successful applicant will work closely with the Operations Managers and Umpire Coaches to coordinate all umpire administration in line with our competition rules, procedures, and administrative checklists.

A DAY IN THE LIFE OF

Reporting to the AFL Cairns Football Operations Manager, the Umpire Coordinator will:

- collaborate with the Umpire Coach to appoint approximately 80 umpires to 140 appointments on a weekly basis;
- make appointments into the OfficialsHQ system;
- maintain internal communications with umpires, including parents and guardians;
- follow up with umpires daily to ensure acceptance of appointments;
- download and review match reports and take necessary action to investigate issues raised from 30 games weekly;
- review and approve match payments;



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- consult weekly with the Operations Manager for any specific areas of concern or processes that require review; and
- other reasonable tasks at the discretion of the General Manager and/or Operations Manager.

This role is part-time (FTE 0.5), 19 hours per week.

In season (April – September), work hours will include some weeknights (Umpire training) and weekends. Flexibility regarding working hours is required during football season but is balanced out during the off-season.

OUR IDEAL TEAM MEMBER

Core Competencies:

- Advanced interpersonal, written, and verbal communication skills.
- Well-developed management and organisational skills.
- Willingness to participate in professional development activities both at regional and National AFL level.
- Sound operational knowledge of umpire accreditation pathways and appointments.
- Proficient understanding of fundamental technology systems (such as the Microsoft Office suite).
- Working with Children Blue Card (or ability to obtain).
- Minimum of Level 1 National AFL Umpiring Accreditation (field).

Desirable:

- Previous experience in umpiring/officiating in Australian Football or other relevant sporting environment.
- Previous experience using the OfficialsHQ and PlayHQ systems.
- The ability to umpire Senior and Junior football.

Applications Close: Friday 28 July 2023

FURTHER INFORMATION

For further information, contact AFL Cairns on (07) 4042 3000.

Applications, including CV and Cover Letter addressing the above criteria, should be sent to [admin@aflcairns.com.au](mailto:admin@ aflcairns.com.au).