



POSITION DESCRIPTION

POSITION:

Football Operations & Administration Manager

ORGANISATIONAL RELATIONSHIP:

Reports to Managing Director

EMPLOYMENT STATUS:

Full-time. *Out of hours work will be required.*

SALARY

\$ XX,000.00 – negotiable based on experience

+ Super Guarantee rate

+ 5 weeks Annual Leave

+ 17.5% Leave Loading on four weeks annual leave.

+ Mobile phone with allowance for reasonable personal use.

Expenditure above telco contract per month cap at employee's expense.

WORKPLACE HEALTH & SAFETY and POLICY & PROCEDURE RESPONSIBILITIES:

The employee shall comply with the Workplace Health & Safety Act, Regulations, Codes of Practice and AFL Cairns Policies and Procedures and shall comply with instructions given by his or her Manager and/or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The AFLC Policies and Procedures have been developed for the safety, protection and well-being of the individual employee and the company.

PRIMARY OBJECTIVES OF THE POSITION:

This role is essentially the leading management position in relation to football in Far North Queensland. It will direct and manage all aspects of football in consultation with the Managing Director and the Board.

It aims to ensure AFL Cairns, AFL Cairns Juniors and AFL Cairns Womens and their associated programs are operated in a professional and appropriate manner, in line with Laws of Australian Football and competition Rules & Regulations and with clear, transparent governance.

It will involve the direct management of the AFL Cairns Senior and AFL Cairns Womens football competitions and indirect involvement in events within the normal course of AFL Cairns business. Positive engagement and concise communication with our members, partners and stakeholders is critically important.

KEY DUTIES & RESPONSIBILITIES:

- Manage all aspects of the AFL Cairns football competition including Senior, Reserve and Womens football including the day-to-day operations of AFL Cairns Senior and AFL Cairns Womens leagues.
- Prepare and implement an annual plan for AFL Cairns football operations, including AFL Cairns and AFL Cairns Womens.
- Ensure Clubs adhere to AFL Cairns Rules and Regulations and AFL Laws of the Game.
- Organise AFL Cairns and AFL Cairns Womens season match fixtures.
- Work with the AFLC Junior Football Manager regarding the AFL Cairns Juniors fixture development.
- Liaise with the Umpire Manager regarding all aspects of umpiring including appointments and requirements from AFL Cairns Umpires Association in relation to officiating duties.
- Work cooperatively and coordinate with the AFLQ Development Manager and department, including liaising with regard to Gold Coast SUNS Academy, Summer Development Training and other development programs.
- Liaise with AFL Cairns Presidents and Womens Presidents and AFL Cairns Managing Director on all relevant matters.
- Attend AFL Cairns Senior and Womens matches on a regular basis.
- Work closely with the Events and Strategy Manager and the Marketing and Communications Manager regarding purchase of equipment and apparel for Clubs, subject to sponsorship arrangements.
- Oversee player registrations and clearances.
- Proactively prepare and distribute information for Clubs, including weekly match information.
- Manage football related 'incidents', actioning or referring as required and liaise with Club Presidents regarding football matters.
- Coordinate all match day paperwork, including scores, goal kickers, match reports, Best & Fairest voting and Club reports and video referencing for Senior and Womens competitions.
- Coordinate necessary Tribunals & Appeals for AFL Cairns Senior and Womens leagues, including advising Clubs of reports, convening a Tribunal or Appeal panel, liaising with Clubs regarding hearing dates and times, and acting as Tribunal Secretary or coordinating Appeal hearings.
- Oversee liaison with media partners, including The Cairns Post, in regard to publication of weekly teams.
- Oversee appointment of Match Managers for weekly matches and liaise with them regarding any special requirements for matches.
- Liaise with Clubs with regard to finals arrangements, including match times, room allocations, etc.

- Provide assistance to Development Staff in relation to facilitating any AFL Queensland programs and initiatives.
- Arrange, attend and minute all AFL Cairns Senior and AFL Cairns Womens Presidents and other relevant meetings.
- Arrange and attend meetings with individual AFL Cairns Senior and AFL Cairns Womens clubs at their home grounds at least twice per season to discuss individual club needs and challenges.
- Prepare annual budgets for AFLC Senior and Womens football operations.
- Oversee coordination of AFL Cairns Junior and AFL Cairns Womens Representative teams, including, purchasing uniforms, acting as team liaison contact etc.
- Oversee coordination of income, expenditure and reconciliation of accounts of AFL Cairns Seniors and AFL Cairns Womens.
- Oversee coordination of AFL Cairns Juniors and AFL Cairns Womens Grand Final Day Events involving sponsors, life members, Executive, etc.
- Oversee coordination of AFL Cairns Juniors and AFL Cairns Womens 'End of Season Review', incorporating preparation for following season.
- Work with the Marketing and Communications Manager re sponsorship proposals for AFLC Seniors, Juniors and Womens.
- Attend AFL Queensland Affiliates Annual Conference

SELECTION CRITERIA:

Essential

Qualifications:

- Current Drivers Licence
- Working with Children Suitability Card (Blue Card)

Knowledge, Skills & Expertise:

- Highly developed written and oral communication skills, particularly with relevance to managing people, running meetings and engaging partners and stakeholders.
- Ability to show initiative, work to deadlines and work unsupervised.
- A thorough understanding of Australian Rules football.
- Previous experience in a sporting environment.
- Previous experience working with volunteers.

Desirable

Qualifications:

- University or TAFE Qualification in the Sports Administration, Business Management or similar.

PERFORMANCE INDICATORS:

Including but not exclusive to;

- Developing and maintaining a high level of satisfaction with AFL Cairns, AFL Cairns Junior and AFL Cairns Womens Clubs,
- Provide a professional level of advice and service for AFL Cairns, AFL Cairns Junior and AFL Cairns Womens Clubs,
- Proactively liaise with and engage AFL Cairns, AFL Cairns Junior and AFL Cairns Womens Clubs in supporting activities and initiatives,
- Timely and accurate delivery of duties and responsibilities as outlined above,
- Working as part of a vibrant, dynamic and flexible team.