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## Club Support Role 2021

The Southern Football Netball League (SFNL) provides governance and strategy development for Football and Netball across the Southern region of Melbourne. We are seeking an enthusiastic and motivated self-starter to join our team in offering Club Support for a 6 month Part Time contract period. May – October 2021

This dynamic contract role plays an integral role in delivering Club help for the growing Football Netball competition in the region for our 38 member clubs

Reporting to the Chief Executive Officer, the successful applicant will require:

- Experience in developing and managing stakeholder relationships;
- Communication and presentation skills;
- A knowledge of the football industry, particularly community football and the major factors impacting on community football leagues, clubs and umpiring groups; and
- An ability to work autonomously whilst maintaining a strong team ethos.

Applications, please email a cover letter and your resume to CEO, Lee Hartman, at the SFNL [lee.hartman@sfnl.com.au](mailto:lee.hartman@sfnl.com.au)

Applications close at **5pm, Friday 30<sup>th</sup> April 2021**

[sfnl.com.au](http://sfnl.com.au)

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## Southern Football Netball League (SFNL)

### POSITION DESCRIPTION

#### Club Support – Part Time Contract

May – October 2021

#### Position overview

The Club Support role maintains key relationships with SFNL clubs, playing a pivotal role supporting the club network with any number of unique requirements and/or challenges.

The role requires an energetic individual with an ability to establish, maintain and leverage strong collaborative working relationships with an array of key stakeholders.

#### Key relationships

##### Reports to:

- SFNL Chief Executive Officer.

##### Key relationships:

- Club Officials and Volunteers.
- SFNL Staff.

#### Key objectives

- Club Support & Governance – strategic planning via “Club Health Checks” to develop financially viable and sustainable clubs.
- Region Strategy – in consultation with SFNL staff.

### Primary roles & responsibilities

- Develop and lead strategies in relation to club development, including (but not limited to) those articulated within the SFNL Strategic Plan, to drive positive sustainability outcomes for the SFNL and its clubs.
- Actively support and encourage the SFNL club volunteer network through their myriad of tasks and responsibilities, drawing upon and utilising tools, templates and resources as appropriate, including (but not limited to) those provided through the AFL's 'Club Help' portal, as well as those created by the SFNL's CEO.
- Conduct regular and ongoing meetings with SFNL clubs in relation to their sustainability on and off the field/court (i.e. volunteers, succession planning, infrastructure etc), and provide regular progress reports on 'club health' to the SFNL CEO.
- Create administration training/education to clubs if/where appropriate, particularly in the instance of new club administrators.
- Provide assistance and referrals in all areas of Mental Health, Child Safety and any further areas of need.
- Work with all SFNL stakeholders including other football competitions, clubs, coaches, umpires, volunteers and sponsors to support the long-term sustainability of all SFNL clubs.

### Key selection criteria

- Exceptional interpersonal and leadership skills.
- Exceptional business acumen with an ability to generate, drive and implement change.
- Capacity to motivate and influence personnel and teams.
- Knowledge of AFL Victoria development programs and their impact on the sports industry.

- Ability to identify opportunities to develop and sustain productive relationships with stakeholders.
- Capability to establish and prioritise tasks to achieve objectives.

### **Mandatory**

- Sound knowledge of the football industry, particularly community football and the major factors impacting on community football leagues, clubs and umpiring groups.
- Experience within a sporting organisation - Australian Football preferred.
- Highly developed verbal and written communication, interpersonal, presentation and negotiation skills.
- Demonstrated experience in community football.
- Current Working with Children Check

### **Desirable**

- Experience in the establishment of business and financial management systems.
- Experience in working within a football club/league environment.
- Understanding of the unique challenges confronting a high-profile sporting, entertainment (or similar) organisation.

### **Key Performance Indicators**

- Club Audits.
- Club Policy and Procedure compliance.
- Club compliance to all statutory regulations and guidelines.

## Remuneration

- A competitive contract will be negotiated with the successful applicant commensurate with skills and experience.

NOTE: This position description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.