



Football Operations Co-Ordinator

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 as the Football Operations Co-Ordinator.

This dynamic full-time role plays an integral role in delivering Football competition management for the growing Football Netball competition in the region

Reporting to the General Manager - Operations, the successful applicant will require:

- Experience in developing and managing stakeholder relationships;
- Strong decision-making skills;
- Communication and presentation skills;
- Experience in Football and/or Competition Management; and
- An ability to work autonomously whilst maintaining a strong team ethos.

If this sounds like a position for you, please email a cover letter and your resume to the CEO, Lee Hartman at the SFNL lee.hartman@sfnl.com.au

Applications close **Friday 9th February 2024.**

POSITION DESCRIPTION

POSITION TITLE	Football Operations Co-Ordinator
REPORTS TO	General Manager - Operations
DEPARTMENT	Operations

Our Purpose
Providing inclusive football and netball participation to our community

Our Values	Key Focus Areas
<ul style="list-style-type: none">• Trust• Growth• Belonging• Accountability	<ul style="list-style-type: none">• League & Club sustainability• Participation• Facilities• Governance & Our People

Overview of Role
<p>Reporting to the General Manager – Operations, this role has three key focus areas:</p> <ol style="list-style-type: none">1. To efficiently manage Football competitions for the League;2. To plan for and sustain growth in participation; and3. To work with all Stakeholders to deliver desired outcomes. <p>Other League based duties may also be required from time to time.</p> <p>This is a permanent full-time position.</p>

Football Operations Co-Ordinator

Responsible To:	Chief Executive Officer (CEO)
Reporting To:	General Manager - Operations
Direct Reports:	Nil
Other Key Relationships:	SFNL Board, SFNL Staff, AFL Victoria, SFNL Clubs, & other key Stakeholders

KEY ROLES & RESPONSIBILITIES:

The position includes, but is not limited to, the following duties. In some cases, a duty will necessitate consultation with the General Manager - Operations.

1.0 ADMINISTRATION

- Oversee the conduct of all Football competitions, including the arrangement of fixtures
- Coordinate and oversee the relevant Umpire support
- Produce the Football section of the SFNL Handbook and Annual Report.
- Arrange a Football calendar of events and contribute to the SFNL Calendar.
- Assist in the issuing of football accounts for consumables
- Prepare fortnightly umpire payments via ABA file.
- Liaise with relevant St Kilda FC staff to facilitate the Development Squad program and administer representative football.
- Update Football By-Laws annually.
- Organise and oversee the League Tribunal and act as Tribunal Secretary for in-season hearings.
- Order all match-day paperwork (Best & Fairest vote cards & envelopes, Score Sheets, where applicable) and ensure all clubs have the necessary paperwork prior to the commencement of the season.

2.0 STRATEGY

- Survey clubs, officials and players to provide data to be utilised in the development of strategic plans and management procedures as needed
- Arrange and develop Club Education and Training programs identified as necessary.

3.0 OPERATIONS

- Liaise with affiliated clubs, the umpires and affiliated bodies to maintain effective working relationships.
- Make recommendations to the General Manager - Operations for rule changes and adaptations.
- Arrange for weekly results to be processed, circulated to the media and presented on the relevant internet sites and any issues dealt with.
- Enforce penalties (including fines, loss of premiership points, etc) as prescribed in the By-Laws.
- Oversee all Football data entry in PlayHQ.
- Ensure all coaches are appropriately accredited.
- Co-ordinate any coaching courses run by AFL Victoria / SFNL
- Organise all Best & Fairest Presentations for all grades.
- Order all trophies and medals for premiers, best & fairest and team of the year (if applicable).

4.0 FINALS

- In conjunction with the General Manager - Operations, plan and co-ordinate the Finals series.
- In consultation with the CEO, negotiate the usage and management of venues and facilities with local council and related bodies.
- Ensure all finals venues are in-keeping with AFL Victoria guidelines and reserved, where necessary.
- Produce weekly running sheet for Grand Finals.

5.0 MARKETING & PROMOTION

- Contribute to the Website and Social Media platforms to promote Football.

KEY SELECTION CRITERIA	
1.	A background in community sport.
2.	Experience in Football and/or Competition Management (desired but not mandatory).
3.	Well-developed people skills including the ability to develop and foster relationships with a wide range of Stakeholders.
4.	Excellent verbal, written communication skills with presentation experience.
5.	Experience and skills in developing & conducting presentations, events, etc.
6.	Demonstrated ability to work flexible hours, with excellent time management and prioritising skills.
7.	Demonstrated ability to work both independently and as part of a team to achieve KPI's.
8.	Ability & willingness to work weekends, often for several weeks straight during peak periods (e.g. finals).
9.	Demonstrated high level of organisational skills.
10.	A genuine interest in Football, with a desire to lead growth and further development of the sport in the Region.
11.	Current Driver's license.
12.	Current Working with Children Check.

CONDITIONS OF EMPLOYMENT	
Remuneration	
<p>A salary package will be negotiated with the successful applicant depending upon experience and skills.</p> <p>An initial 3-month probationary period applies.</p> <p>An annual review process regarding performance will be undertaken by the SFNL CEO.</p>	
Hours of Employment	
<p>The successful candidate will need to be flexible in regard to hours of employment. With particular reference to the football and netball season, weekend work and attendance at evening meetings will be required. The flexible hours of work is supported by the SFNL Time In Lieu Policy.</p>	