



AFL Central Victoria Commission POSITION DESCRIPTION

<p>Position: Central Rivers Leagues Manager</p> <p>Department: AFL Central Victoria Commission</p>	<p>Date: February 2021</p>
<p>Overview of Role</p>	<p>AFL Central Victoria’s vision is to be the most accessible sport in Central Victoria.</p> <p>AFL Central Victoria’s Strategic Pillars are:</p> <ul style="list-style-type: none"> • Participation Programs – Programs tailored to introduce, recruit, transition and retain participants in our game. • Community Football/Netball – The community is a better place because of the local football and netball club. • Pathways – A clear pathway for players, coaches, umpires and support staff that enables them to reach their potential. • Facilities – Through strong partnerships, plan facilities that build the capacity of the Region, fostering a sustainable, innovative and viable football and netball community. • Organisation and People – Our people will be equipped to lead and manage the growth of development of our games. Positions will be fulfilling, enjoyable and sought after. <p>The Central Rivers Leagues Manager is responsible for managing the Swan Hill office of AFL Central Victoria, ensuring the effective administration of the Central Murray (CMFNL) and Golden Rivers (GRFNL) Leagues, overseeing the management of the Swan Hill Indoor Sport and Recreation Centre as well as working as part of a team to ensure football and netball in the Central Victoria region continues to grow.</p>
<p>Key Relationships</p>	<p>Reports to the:</p> <ul style="list-style-type: none"> • Regional General Manager (RGM) <p>Other Key Relationships include:</p> <ul style="list-style-type: none"> • Chair of the Central Rivers Board • League Coordinator and Stadium Manager • Central Rivers Leagues’ clubs • AFLCV Commission and staff • AFL Victoria • Netball Victoria • AFLCV Tribunal members • Local Government Authorities • Central Rivers Leagues’ Sponsors and Suppliers • Media Organisations

Responsibilities shall include, but not limited to the following:

The **Central Rivers Leagues Manager** will play a key management and administrative role for AFL Central Victoria. A part time staff member will be appointed to assist with the following duties.

KEY ROLES AND RESPONSIBILITIES

Human Resources

- Manage the Swan Hill office of AFL Central Victoria
- Oversee the management of the Swan Hill Indoor sport and Recreation Centre
- Implement AFL CV policies and procedures relevant to Operational Staff
- Manage and oversee performance of AFL CV staff based in Swan Hill office with support from RGM

Administration

- Be the key point of contact for Central Rivers Leagues' clubs
- Manage the CMFNL and GRFNL competitions and work with the RGM to ensure the administration agreement is achieved
- In consultation with the CR Board Chair, prepare agendas and minutes for CR Board meetings
- Monitor football and netball registrations and clearances

Home and Away Competition

- Liaise with affiliated clubs, AFL Victoria and Netball Victoria to maintain effective working relationships
- Make recommendations to the CR Board for rule changes and adaptations
- Develop annual fixtures and prepare match day documents
- Manage umpire processes
- Monitor permit players
- Manage and check weekly results, circulate to the media and present on internet sites
- Manage the production of weekly football records

Partnerships

- Play a key role in identifying marketing and sponsorship opportunities for the Central Rivers Leagues
- Develop and maintain relationships with Central Rivers Leagues' partners
- Identify and apply for government funding/grants
- Work with the RGM and FDM's in improving the sustainability of Central Rivers Leagues' clubs

Finals Competition

- Plan and co-ordinate the Central Rivers Leagues' final series
- Negotiate the usage and management of venues and facilities with local councils, host clubs and related bodies as required
- Arrange umpires
- Arrange appropriate cash handling and ticketing procedures for the collection and banking of gate receipts
- Manage various final functions

Interleague/Representative Program

- Plan and co-ordinate the interleague/representative program
- Negotiate the usage and management of venues and facilities
- Manage the appointment of coaches, match committees, managers and medical staff
- Establish a communication network and communicate programs and policies to relevant parties
- Arrange training programs as required by coaches and match committees including training venues, catering, apparel and merchandise
- Prepare a budget for each individual Interleague Program for Board approval

	<p>Education and Training</p> <ul style="list-style-type: none"> • Conduct meetings and briefing sessions where necessary with relevant stakeholders <p>Risk Management</p> <ul style="list-style-type: none"> • Ensure all risk management requirements are met, including pre-season and regular season facilities inspections of all Central Rivers Leagues' venues <p>Tribunal</p> <ul style="list-style-type: none"> • Manage the Tribunal Process including appointment of Tribunal members, conduct of Tribunal • Manage process of any investigations <p>Events</p> <ul style="list-style-type: none"> • Plan and conduct Central Rivers Leagues' functions as required, these include but are not limited to the Season Launch, Medal Presentation, finals and anniversary events • Manage the production of Central Rivers Leagues' Annual report <p>Finance</p> <ul style="list-style-type: none"> • Preparation and maintenance of Central Rivers Leagues' Budgets. Work with AFLCV Finance Manager to provide monthly financial reports to Central Rivers Board • Work with Finance Manager to ensure timely preparation and processing of accounts receivable and payable, general ledger, debtor reconciliation, bank reconciliations etc. <p>Communication</p> <ul style="list-style-type: none"> • Be a spokesperson for the Central Rivers Leagues on league matters • Prepare and distribute Central Rivers Leagues' media releases • Maintain Central Rivers Leagues' website and social media platforms
Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none"> • Tertiary qualifications in business, sports management or a degree in a related field or relevant work experience • Demonstrated experience and ability to manage staff • Proven ability to show initiative, plan and set priorities • Demonstrated administration skills and attention to detail • Highly developed verbal and written communication skills • Experience in building relationships and working with volunteers • Demonstrated ability to work autonomously and effectively in a team environment • Experience in key partner relations and event management • Financial management skills • Sound knowledge of the football and netball industry • Developed IT skills • Ability to work flexible hours including nights/weekends • Current driver's license • Current Working with Children Check with Police Check required if successful <p>Desirable</p> <ul style="list-style-type: none"> • Understanding of the unique challenges fronting a high-profile sporting organisation • Sound knowledge of governance best practice • Experience in stakeholder relationship building involving local sporting clubs, community Leagues, business, government or community groups.

AFL Central Victoria Values

Proud to service the football and netball communities in Central Victoria



Note: This PD is subject to change as required and determined by RGM with the Regional Commission.