



AFL Central Victoria Commission POSITION DESCRIPTION

Position: Central Rivers Assistant Leagues Manager Department: AFL Central Victoria Commission	Date: March 2021
Overview of Role	<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 Assistant Leagues Manager assists with the administration of the Central Murray (CMFNL) and Golden Rivers (GRFNL) Leagues and works as part of a team to ensure football and netball in the Central Victoria region continues to grow.</p>
Key Relationships	<p>Reports to the:</p> <ul style="list-style-type: none"> • Central Rivers Leagues Manager (CRLM) <p>Other Key Relationships include:</p> <ul style="list-style-type: none"> • Region General Manager • Central Rivers Leagues’ clubs • AFLCV staff • AFL Victoria • Netball Victoria

Job/Task Profile	<p><i>Responsibilities shall include, but not limited to the following:</i> The Central Rivers Leagues Manager will play a key role in assisting with the administration of the (CMFNL) and Golden Rivers (GRFNL) Leagues and Central Rivers Umpires.</p> <p>KEY ROLES AND RESPONSIBILITIES</p> <p>Competition Assist with the following administration tasks for football and netball:</p> <ul style="list-style-type: none"> ▪ Monitor player registrations and use of permit players ▪ Check match day results ▪ Assist with umpire processes ▪ Production of the football record ▪ Assist with finals series <p>Interleague/Representative Program</p> <ul style="list-style-type: none"> ▪ Assist with interleague – football and netball <p>Risk Management</p> <ul style="list-style-type: none"> ▪ Assist with risk management requirements, including pre-season and regular season facilities inspections of all Central Rivers Leagues’ venues <p>Events and Social Media</p> <ul style="list-style-type: none"> ▪ Assist with event management for Central Rivers Leagues’ functions, these include but are not limited to the Season Launch, Medal Presentation, finals and anniversary events ▪ Assist with website and social media management <p>Other:</p> <ul style="list-style-type: none"> ▪ Undertake other duties as required, be prepared to work within the team environment to ensure the overall success of AFL Central Victoria.
Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none"> • Demonstrated experience in administration or sports management • Ability to show initiative, plan, set priorities and attention to detail • Strong 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 • 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"> • Tertiary qualifications or experience in related field • Sound knowledge of the football and netball industry • Experience in stakeholder relationship building involving local sporting clubs 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.