



AFL Central Victoria Commission POSITION DESCRIPTION

Position: Central Rivers Leagues Coordinator Department: AFL Central Victoria Commission	Date: October 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 Coordinator 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

<p>Job/Task Profile</p>	<p><i>Responsibilities shall include, but not limited to the following:</i> The Central Rivers Leagues Coordinator 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, use of permit players and finals qualifications ▪ Administer match day results ▪ Assist with umpire processes ▪ 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 Communications</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 production of the Record and management of website and social media <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.
<p>Key Selection Criteria</p>	<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 • Developed IT skills • Ability to work flexible hours including nights/weekends • Current driver’s license • Current Working with Children Check and 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.

<div>AFL Central Victoria Values</div>	<div><div>Proud to service the football and netball communities in Central Victoria</div><div><div><div>Approachable</div><div>Accountable</div><div>Trusted</div><div>Compassionate</div><div>Respected</div></div><div><div><div><div><div>AFL</div></div><div><div>V</div></div><div><div>CENTRAL VICTORIA</div></div></div></div></div></div></div>
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Note: This PD is subject to change as required and determined by RGM with the Regional Commission.