



AFL Central Victoria Commission POSITION DESCRIPTION

Position:	Central Rivers Administration Assistant	Date: December 2023
Location:	Swan Hill	
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 Administration Assistant position is a full time role and is responsible for assisting with administration of the Central Murray Football Netball League and Golden Rivers Football Netball League, as well as working 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 <p>Other Key Relationships include:</p> <ul style="list-style-type: none">• Regional General Manager• Central Rivers Board• Central Murray FNL Clubs• Golden Rivers FNL Clubs• AFLCV Commission and Staff• AFL Victoria Staff• Netball Victoria Staff	

Responsibilities shall include, but not limited to the following:

The **Central Rivers Administration Assistant** will play a key role in assisting with the administration of the Central Murray Football Netball League and the Golden Rivers Football Netball League.

KEY ROLES AND RESPONSIBILITIES

- **Football / Netball Operations Assistance**
 - Assist with Fixture Scheduling, ensuring accuracy and timely dissemination
 - Management and vetting of match day paperwork, including qualifications, votes and awards
 - Maintaining meticulous records and documentation related to competitions

- **Collaboration and Coordination**
 - Assist League Manager to align competitions with strategic objectives
 - Assist League Manager in the coordination of finals, functions and pathway programs, such as Interleague, Academy, Murray Region netball within revenue and expenditure budgets

- **Stakeholder Engagement**
 - Serve as a point of contact for Clubs, Teams and Officials regarding competition related enquiries
 - Foster positive relationships with all stakeholders
 - Maintain ongoing effective working relationships with AFL Central Victoria, AFL Victoria & Netball Victoria to maximise the services on offer to the Leagues' and Member Clubs

- **Retail Management**
 - Management of Retail space for Central Rivers; Apparel, Sports Equipment, Volunteer Uniforms, First Aid, etc

- **General Duties**
 - Support the development of strategies to assist the drive of participation and engagement in the Region.
 - Reception duties, provide high level customer service assistance to all those visiting the office and those who call
 - Other duties as directed by the Leagues Manager

Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none"> • Tertiary qualifications or experience in related field • Highly developed verbal and written communication and interpersonal skills • Demonstrates innovation and willingness to challenge convention • Capacity to influence people and manage an extensive network of volunteers • High degree of diligence • Demonstrated personal initiative and ability to work effectively in a team environment. • Developed IT skills, particularly in Word, Excel and PowerPoint • A preparedness to work extended hours including weekends during periods when matches are fixtured • Passion for Community Football and Netball • Current Driver's License (VIC/NSW) • Valid Working with Children Check (WWCC)
	<p>Desirable</p> <ul style="list-style-type: none"> • An understanding of the community football and netball landscape • Previous experience working with Play HQ & Netball Connect (or a competition management database) • Understanding of the Central Rivers Leagues' and community sport in the region

AFL Central Victoria Values	<p>Proud to service the football and netball communities in central Victoria</p>  <p>The diagram features the AFL Central Victoria logo at the center, which consists of a shield with a large white 'V' containing a football, topped with the AFL logo and the text 'CENTRAL VICTORIA'. Surrounding the logo are five dark blue rounded rectangular boxes, each containing a value: 'Approachable' at the top, 'Respected' on the right, 'Compassionate' at the bottom right, 'Trusted' at the bottom left, and 'Accountable' on the left. These boxes are connected by a thin white circular line.</p>
------------------------------------	---

Note: This PD is subject to change as required and determined by AFL Central Victoria in consultation with the Region Commission.