



## CENTRAL RIVERS LEAGUES POSITION DESCRIPTION

<b>Position:</b>	Central Rivers Leagues Administration Assistant	<b>Date:</b> December 2024
<b>Department:</b>	AFL Central Victoria League Operations	
<b>Overview of Role</b>	<p>AFL Victoria’s vision is to be the most accessible sport for all Victorians.</p> <p>AFL Central Victoria’s Strategic Pillars are:</p> <ul style="list-style-type: none"> <li>• Participation Programs – Programs tailored to introduce, recruit, transition and retain participants in our game.</li> <li>• Community Football/Netball – The community is a better place because of the local football and netball club.</li> <li>• Pathways – A clear pathway for players, coaches, umpires and support staff that enables them to reach their potential.</li> <li>• Facilities – Through strong partnerships, plan facilities that build the capacity of the Region, fostering a sustainable, innovative and viable Central Victorian football and netball community.</li> <li>• 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.</li> </ul> <p>The Central Rivers encompasses both Central Murray Football &amp; Netball League, and Golden Rivers Football &amp; Netball League, providing governance and strategic development across the region. The Central Rivers consists of 17 Member Clubs (CMFNL 11 &amp; GRFNL 6), competing in Open age and Junior competitions across both Football and Netball.</p> <p>We are seeking an enthusiastic and motivated self-starter to join our team in the administration assistance space. The position will require a team player who is a good communicator and can work closely with staff members, stakeholders and volunteers across all areas of the Leagues’.</p>	

<p style="text-align: center;"><b>Key Relationships</b></p>	<p><b>Reports to:</b></p> <ul style="list-style-type: none"> <li>- Central Rivers Leagues' Manager</li> </ul> <p><b>Internal Relationships:</b></p> <ul style="list-style-type: none"> <li>- All Central Rivers Staff</li> <li>- Central Rivers Board</li> <li>- AFL Central Victoria, AFL Victoria Participation Manager (allocated to the Northern Region)</li> </ul> <p><b>External Relationships:</b></p> <ul style="list-style-type: none"> <li>- Central Rivers Personnel including Member Club Presidents, Secretaries, Coaches, Players and Umpires</li> <li>- Key Football &amp; Netball Stakeholders including the AFL, AFL Victoria, AFL Central Victoria, Netball Victoria</li> <li>- Local Government Areas (LGA's)</li> <li>- PlayHQ &amp; Netball Connect personnel</li> <li>- Partners and Suppliers (where applicable)</li> <li>- All other parties deemed necessary for the effective discharge of duties</li> </ul>
<p style="text-align: center;"><b>Job/Task Profile</b></p>	<p><i>Responsibilities shall include, but are not limited to the following:</i></p> <p><b>Football / Netball Operations Assistance:</b></p> <ul style="list-style-type: none"> <li>- Assisting with fixture scheduling, ensuring accuracy and timely dissemination</li> <li>- Management and vetting of match day paperwork, qualifications, votes, awards</li> <li>- Maintain meticulous records and documentation related to competitions</li> </ul> <p><b>Collaboration and Coordination:</b></p> <ul style="list-style-type: none"> <li>- Work closely with the Leagues' Manager to align competitions with strategic objectives</li> <li>- In conjunction with the Leagues' Manager assist in the coordination of finals, functions and pathway programs – Interleague (Football &amp; Netball), Academy (Netball) within revenue and expenditure budgets.</li> </ul> <p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>- Serve as a point of contact for Clubs, Teams and Officials regarding competition-related enquires</li> <li>- Foster positive relationships with all stakeholders</li> <li>- Maintain ongoing effective working relationships with AFL Central Victoria, AFL Victoria &amp; Netball Victoria to maximise the services on offer to the Leagues' and our Member Clubs</li> </ul> <p><b>Retail Management</b></p> <ul style="list-style-type: none"> <li>- Management of retail space for Central Rivers – Apparel, Spots Equipment, Volunteer Uniforms, First Aid etc.</li> </ul> <p><b>General Duties</b></p> <ul style="list-style-type: none"> <li>- Support the development of strategies to assist the drive of participation and engagement in the region</li> <li>- Reception duties, provide high level customer service assistance to all those visiting the office and those who call.</li> <li>- Other duties as directed by the Leagues' Manager</li> </ul>

Key Selection Criteria & Conditions

**Attributes:**

The successful applicant will be a highly motivated individual with demonstrated initiative and a passion for a career in sport.

**Essential:**

- Relevant Tertiary Qualifications (Education, Business, Sports Management) or previous experience in similar roles
- 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
- A 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
- Current Driver's License (VIC/NSW)
- Valid Working with Children Check (WWCC)

**Desirable:**

- Understanding of the community Football & Netball landscape
- Previous experience working with PlayHQ & Netball Connect (or a competition management database)
- Understanding of the Central Rivers Leagues' and community sport in the region

**Working Conditions:**

**Location:**

- The Administration Assistant will work primarily from the Leagues' office located at Swan Hill Stadium - 15 Gray Street, Swan Hill

**Hours of Work:**

- The normal hours of work will be an average of 37.5 hours per week (i.e. a permanent, full-time position), scheduled by agreement with the Leagues' Manager.
- During the off-season, normal hours will be primarily scheduled between Mondays and Fridays inclusive.
- Significant flexibility will be required during the football and netball playing season to facilitate attendance at games and League functions.

**Remuneration:**

- This is a permanent, full-time position. Remuneration will be negotiated with the preferred candidate dependent upon experience and skills and will include base salary, paid public holidays, 4 weeks annual leave, long-service leave accrual and statutory superannuation guarantee payments.
- A probationary period will apply. An annual review process regarding performance will be undertaken by the Central Rivers Manager.
- Full conditions of appointment will be confirmed in a contract of employment

*NOTE: This position description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.*

**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 AFL Central Victoria and Central Rivers Leagues*