



## AFL Central Victoria POSITION DESCRIPTION

Position:	AFL CV Junior & Female Football Operations Manager	Date: February 2025
<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>● <b>Participation Programs</b> – Programs tailored to introduce, recruit, transition and retain participants in our game.</li> <li>● <b>Community Football/Netball</b> – The community is a better place because of the local football and netball club.</li> <li>● <b>Pathways</b> – A clear pathway for players, coaches, umpires and support staff that enables them to reach their potential.</li> <li>● <b>Facilities</b> – 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>● <b>Organisation and People</b> – 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 <b>Junior &amp; Female Football Operations Manager</b> is responsible for ensuring the effective running of the Bendigo Junior Football League (BJFL), Central Victoria Football League (CVFL) and supporting the AFL CV Academy program, whilst working as part of a broader team to ensure football in the Central Victoria region continues to grow.</p>	
<b>Key Relationships</b>	<p><b>Reports to:</b></p> <ul style="list-style-type: none"> <li>● AFL Central Victoria Region Manager (RM)</li> </ul> <p><b>Other Key Relationships include:</b></p> <ul style="list-style-type: none"> <li>● BJFL &amp; CVFL Advisory Committees</li> <li>● BJFL &amp; CVFL Clubs</li> <li>● AFL Central Victoria &amp; AFL Victoria Staff &amp; Management</li> <li>● Bendigo Umpires Association (BUA)</li> <li>● AFLCV Club Development Lead (CDL)</li> <li>● AFLCV Operations Manager</li> <li>● AFLCV Junior Football Coordinator</li> <li>● AFLCV Finance Manager</li> <li>● AFL Victoria Participation Team &amp; Bendigo Pioneers</li> <li>● Local Government including COGB, Central Goldfields Shire, Macedon Ranges Shire</li> <li>● Sponsors, League partners, Media outlets.</li> </ul>	

The **Junior & Female Football Operations Manager** will play a key role in the management, administration, and growth of the BJFL & CVFL. The position will also play a role supporting AFL Central Victoria in delivering the objectives of the mutually agreed strategic plan for the region. This will be with particular focus on Junior & Female football activities throughout Central Victoria.

*Responsibilities shall include (but are not limited to) the following:*

#### **KEY ROLES AND RESPONSIBILITIES**

- **Administration**
  - Be the key point of contact for BJFL & CVFL clubs
  - Manage the BJFL & CVFL competitions and work with the RM to ensure the BJFL & CVFL service agreements are delivered
  - Oversee preparation of agendas and minutes for BJFL & CVFL Advisory Committees, and Club meetings
  - Monitor football registrations and clearances
  - Conduct meetings and briefing sessions where necessary with relevant stakeholders
- **Home and Away Competition**
  - Liaise with affiliated clubs and AFL Victoria to maintain effective working relationships
  - Review and make recommendations to the BJFL & CVFL Advisory Committees regarding rule changes and adaptations
  - Manage BJFL divisional grading, develop annual fixtures and prepare match day documents
  - Liaise with the Bendigo Umpires Association regarding competition requirements and any issues that may arise
  - Monitor permit players
  - Manage general league operations and any issues that may arise
  - Manage match day paperwork including votes and most disciplined club award (BJFL)
  - Manage the production/printing of BJFL & CVFL finals records
  - Manage relevant rules, regulations, policies and codes of conduct
- **Partnerships**
  - Assist with development and maintenance of current relationships with BJFL & CVFL partners
  - Identify and apply for government funding/grants
  - Work with the RM and CDL in improving the sustainability of BJFL & CVFL clubs
- **Finals Competition**
  - Plan and co-ordinate annual BJFL & CVFL final series
  - Negotiate the usage and management of venues and facilities with local councils, host clubs and related bodies
  - Arrange umpires with BUA
  - Arrange appropriate cash handling for the collection and banking of gate receipts
  - Manage various final functions
- **Academy**
  - Support AFL Central Victoria Academy football operations
  - Assist with the interleague programming
  - Assist venue access negotiation and management of venues and facilities
  - Assist with the appointment of required coaches and medical staff
  - Communicate with Junior Football Coordinator & relevant key stakeholders
- **Events**
  - Plan and conduct BJFL & CVFL functions as required, these include but are not limited to the Season Launch, Medal Presentations, Finals, and Annual Dinners

<b>The Person</b>	<ul style="list-style-type: none"> <li>• <b>Finance</b> <ul style="list-style-type: none"> <li>▪ Preparation and maintenance of BJFL &amp; CVFL Budgets. Work with AFLCV Finance Manager/RM to provide monthly financial reports to BJFL &amp; CVFL Advisory Committees</li> <li>▪ Work with Finance Manager to ensure timely preparation and processing of accounts receivable and payable, general ledger, debtor reconciliation, bank reconciliations etc.</li> <li>▪ Manage the production of all BJFL &amp; CVFL publications e.g. Annual report, finals football record</li> </ul> </li> <li>• <b>Communication</b> <ul style="list-style-type: none"> <li>▪ Be a spokesperson for the BJFL &amp; CVFL on league matters</li> <li>▪ Prepare and distribute BJFL &amp; CVFL media releases</li> <li>▪ Provide weekly information relevant to BJFL &amp; CVFL clubs</li> <li>▪ Maintain BJFL &amp; CVFL websites</li> </ul> </li> </ul>
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<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications or experience in related field</li> <li>• Proven ability to show initiative, plan and set priorities</li> <li>• High level of attention to detail</li> <li>• Strong verbal and written communication skills</li> <li>• Experience in building relationships and working with volunteers</li> <li>• Demonstrated ability to work autonomously and effectively in a team environment</li> <li>• Sound knowledge of the football industry</li> <li>• Developed IT skills</li> <li>• Ability to work flexible hours including nights/weekends</li> <li>• Passion, self-motivated and the willingness to become immersed in work</li> <li>• Current driver's license</li> <li>• Current Working with Children Check</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Sound knowledge of governance best practices.</li> <li>• An understanding of Australian Football networks in the Region and/or country Victoria</li> <li>• Experience in stakeholder relationship building involving local sporting clubs, community Leagues, business, government or community groups</li> <li>• Understanding of the unique challenges confronting a high-profile sporting organisation</li> </ul>
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**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 in consultation with AFL Victoria*