

POSITION DESCRIPTION

Position Title	Leagues Manager
Reports To	Region General Manager
Direct Reports	Nil
Department	League Operations
Status	Full Time

League Manager - Wangaratta

Overview of Role	<p>The Role of the AFLNEB League Manager is to administer community based Football (and Netball) competitions associated with AFLNEB, specifically the Ovens & King Football Netball League and the Wangaratta District Junior Football League.</p> <p>Based predominantly in the AFLNEB Wangaratta office, the role requires some evening and weekend work.</p> <p>The role will focus on providing day to day operational function and support to the competitions clubs and league executive to enhance the vitality of each competition whilst working closely with AFLNEB Football Development Managers.</p>
Key Relationships	<p>Reports to: AFLNEB Region General Manager</p> <p>Other Key Relationships: AFLNEB staff:</p> <ul style="list-style-type: none"> • AFLNEB Commercial & Region Operations Manager • AFLNEB League Managers • AFLNEB Financial Accountant • AFLNEB Umpire Manager • Football Development Managers <p>League Executive Members Affiliated clubs AFL Victoria Netball Victoria Regional Affiliate Leagues</p> <p>Responsible for: Nil</p>

League Operations

Administration:

- Co-ordinate all aspects of the OKFNL and WDJFL Competitions including fixtures, registrations and clearances, results, and disputes
- Monitor and ensure all areas of compliance and application and adherence to Competition By Laws, AFLNEB and AFL Victoria Country Rules and Regulations
- Liaise and communicate with all stakeholders on a regular basis including League Executives and Clubs
- Where necessary assist all members of the League Management Department to ensure proficiency in the management of all Leagues
- Assist in Ordering of equipment, supplies and uniforms
- Coordinate with other League Management staff the operation of Independent Tribunal Hearings, Tribunal Secretary, Investigations and related matters.
- Provide advice and support to affiliated clubs as required
- Co-ordinate and attend league meetings
- Manage League events as required
- Assist in the management of partnerships and commercial arrangements on behalf of AFLNEB and its affiliated leagues
- Presentation of monthly financial reporting for affiliated leagues
- Authorise ordering and payment of accounts in line with affiliated league budgets and AFLNEB financial processes
- Identifying commercial opportunities for the benefit of affiliated Leagues
- Represent affiliated Leagues at AFL Victoria Country Seminars and meeting as required
- Ensure all reporting is up to date for all league executive and club meetings

Planning

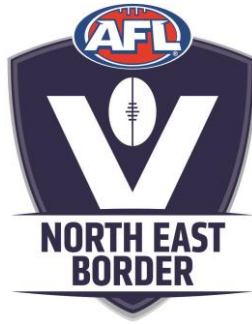
- Be actively involved in formulating and reviewing the processes and practices of AFLNEB League Management Department and of its member leagues
- Identify and develop affiliate league plans for continual improvement
- Implement plans for the development of the game, clubs and leagues

Communication

- Answer telephone calls and direct as necessary
- Develop and maintain key relationships with all clubs, league executive members and Umpiring groups through regular communication.
- Maintain accurate and current registration database.
- Maintain regular contact with local media
- Maintain regular contact with AFLNEB staff members working across all departments
- Ensure relevant content on League Social Media Forums and Communications platforms

Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none"> • Extensive knowledge and understanding of AFL in the North East Border Region, specifically the OKFNL and WDJFL • Desire to establish or further a career in Sports Management • Commitment to community football (and netball) with a knowledge and understanding of league structures within the area • Proficiency in use of computers, document presentation and of Microsoft applications which should include well developed word processing, spreadsheet and web-based skills • Proven ability to effectively manage a diverse and extensive portfolio of competitions and administrative duties concurrently. • Displays integrity, strength of character and an ability to influence others • Confident and enthusiastic. • Ability to build strong working relationships – internal and external • Demonstrated personal initiative and ability to work effectively unsupervised whilst a member of a team. • Well-developed verbal and written communication, interpersonal, presentation, and negotiation skills. • Satisfactory “Working with Children” check or ability to obtain. • Current Driver's Licence <p>Due to the nature of the sporting industry must be willing to work outside normal business hours from time to time such as evenings and weekends for meetings and events.</p>
	<p>Desirable</p> <ul style="list-style-type: none"> • Suitable experience in a Sports Administration or Competition Management role. • Experience in dealing with community based committees • Knowledge and understanding of AFL Victoria Country Affiliate Programs including the AFL Female Football Strategy • Sound knowledge of AFL in the North East Border Region • Good understanding of the Game Development program. • Experience in Financial matters

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organisation.



AFL North East Border - Our Vision

For the game of AFL to be an inclusive, vibrant game which maximises participation opportunities and is a valued community asset respected for its vision and innovation.

AFL North East Border – Core Purpose

- To direct, support and guide clubs, players, umpires and supporters to ensure all clubs have the opportunity to be successful and compete effectively
- To create a sense of life long engagement with the game
- Communicate effectively to promote AFL in the North East Border to increase community awareness and participation rates
- To maintain a progressive sport

AFL North East Border – Core Value

- 1. Integrity**
Make decisions in good faith and in the best interests of the game
 - 2. Consistency**
Ensure when making decisions they are clear, consistent and transparent with the rationale understood
 - 3. Informed**
Follow a structured process to ensure decisions are well informed, relevant and information is accurate
 - 4. Visionary and Progressive**
Forward thinking, innovative and cutting edge in our initiatives and processes
 - 5. Inclusive**
Embrace diversity, welcome differing views and perspectives ensuring all are treated as equals
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