



<b>Role Title</b>	<i>VFAA Umpire Operations Administrator – Part Time (Seasonal)</i>
<b>Organisation and Website</b>	<i>Victorian Amateur Football Association    <a href="http://vafa.com.au">vafa.com.au</a></i>
<b>Organisational Overview</b>	<i>The VFAA is Australia’s oldest and largest football competition consisting of 73 clubs and 253 teams competing in senior, reserve &amp; under 19 competitions. The VFAA aspires to provide all stakeholders of the competition with an affordable, enjoyable and competitive game of Australian Rules football in a safe environment, whilst making a meaningful contribution to the community and the development of the game.</i>
<b>General Duties</b>	<i>The management of the umpiring department systems, including development and maintenance of umpire databases, match reporting, design and implication of marketing programs for recruitment of umpires and the management of the existing AFL Umpire Accreditation system</i>
<b>Location</b>	<i>VFAA Head office, Sportscover Arena, Glenhuntly Road Elsternwick</i>
<b>Timing</b>	<i>3 days per week – 5 hours per day – negotiable. March through until September 2017</i>
<b>Contact Person</b>	<i>Brian Woodhead <a href="mailto:bwoodhead@vafa.com.au">bwoodhead@vafa.com.au</a> 9537 6707 0419 569 424</i>
<b>Student Qualities/ Interests</b>	<i>A thorough working knowledge of Microsoft Office including Word / Excel and Power Point with a keen eye for accuracy. A desire to advance in database management and to build strong customer service skills.</i>
<b>Application Process/ Requirements</b>	<i>Initial CV with a cover letter outlining your desires to be forwarded to Brian Woodhead</i>
<b>Application Deadline</b>	<i>by 20 March 2017</i>
<b>Additional Information</b>	