



Position Title	Umpire Operations Manager
Location	Elsternwick Park, 164 Glenhuntly Road, Brighton, 3186
Reports to	General Manager – Football & Umpire Operations
Department	Football Operations Department
Classification	Full Time
Date Prepared	November 2021

Purpose (Mission/Aim)	<p>The Victorian Amateur Football Association 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.</p>
Overall Role	<p>The Umpire Operations Manager will:</p> <ul style="list-style-type: none"> • Develop an ongoing component of the VAFA Strategic Plan to ensure the umpire needs of the competition are met • Manage the structure of the Umpiring Department • Manage the Umpire Coaches of the specific disciplines, including Field/Boundary/Goal/Fitness and Development • Develop strong processes and reporting streams for the smooth operation on the Umpiring Department • Develop strong lines of communication with VAFA clubs, the VAFAUA and other key stakeholders • Uphold the core values of the VAFA which include the amateur status of playing for the love of the game and VAFA's no alcohol policy • Work with all VAFA stakeholders including other football competitions, clubs, coaches, umpires, volunteers and sponsors
Experience and Qualifications Department	<p>Required</p> <ul style="list-style-type: none"> • Sound knowledge of the football industry • Sports Administration Degree or a relevant field • Strong communication and organisation skills • Strong IT and administration skills <p>Desired</p> <ul style="list-style-type: none"> • Umpiring experience • Experience in the sport and recreation industry • Business administration

Key Competencies (Skills and Knowledge)	<p>Football Knowledge – Community Football in Victoria</p> <ul style="list-style-type: none"> • Knowledge of community football landscape in Victoria at a league and club level, and the key issues impacting on community football and umpiring
	<p>Relationship Development – Stakeholder Focus</p> <ul style="list-style-type: none"> • Develop and sustain productive relationships with all stakeholders • Proactively meet stakeholder needs including club umpires, administrators, coaches and volunteers as well as the VAFA UA
	<p>Planning and Organisation</p> <ul style="list-style-type: none"> • Capacity to plan objectives and implement strategies • Problem solving ability • Proactively identify potential risks and implement preventative actions • Preparation of reports for the CEO • Flexible to assist and manage requests from other internal departments
	<p>Effective Communication</p> <ul style="list-style-type: none"> • Ability to use a range of communication methods to communicate effectively with stakeholders eg. verbal and written • Ability to anticipate stakeholder needs and communicate accordingly • High interpersonal skills • Ability to write articles / promotional items - as required • Strong understanding of social media and an ability to discern appropriate use by all stakeholders
	<p>Administration</p> <ul style="list-style-type: none"> • Capacity to effectively record information, processes and systems to maintain accurate records • Ability to review and improve systems • High level competency in Microsoft Office applications, databases, website management and the internet

	<ul style="list-style-type: none"> • Responsible for minute taking on relevant sub-committees
	<p>Time Management</p> <ul style="list-style-type: none"> • Ability to effectively prioritise tasks to ensure delivery against key result areas • Capability to manage a range of simultaneous projects and programs

Key Relationship and Communication Requirements	<p>Football Reports to:</p> <ul style="list-style-type: none"> • General Manager – Football Operations
	<p>Direct Deports:</p> <ul style="list-style-type: none"> • Student Placements – As appointed • Umpire Coaches
	<p>Internal Communications</p> <ul style="list-style-type: none"> • VAFA CEO • VAFA Staff • VAFAUA
	<p>External Communications (Stakeholders)</p> <ul style="list-style-type: none"> • VAFA Board • VAFA Clubs • AFL Victoria • Junior Football Bodies / Umpiring Departments