



**Victorian Amateur Football Association
(VAFA)**

Position Description

Position Title	Manager - Club Development
Location	VAFA Headquarters, 164 Glenhuntly Road, Elsternwick 3185
Reports to	GM – Football & Umpiring GM – Business & Projects (Tackle Your Feelings project)
Department	Football & Umpiring/Business & Projects
Classification	Full time
Date	February 2021

VAFAs Purpose (Mission/Aim)	The Victorian Amateur Football Association (VAFA) 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.
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Overall Role	<p>The VAFA is Australia’s oldest and largest football competition consisting of 70 clubs and 300+ teams competing in men’s and women’s competitions across senior, reserve, thirds, under-19 and master’s sections.</p> <p>The role will:</p> <ul style="list-style-type: none"> • Manage VAFA strategic outcomes specifically related to club development • Manage key outcomes from the Tackle Your Feelings (TYF) project • Work closely with AFL Victoria Football Development Manager network to plan, access and implement key development and sustainability programs to achieve strategic outcomes of the VAFA • Work with all VAFA stakeholders including other football competitions, clubs, coaches, umpires, volunteers and sponsors to support the long-term sustainability of all VAFA clubs
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Experience and Qualifications	Required
	<ul style="list-style-type: none"> • Highly developed verbal and written communication, interpersonal and presentation skills • A preparedness to work extended hours including afterhours meetings during the football season • Working With Children Check
	Desired
	<ul style="list-style-type: none"> • Tertiary qualification in business, sports management or relevant field or an equivalent combination of relevant experience and/or education/training • Previous exposure to football/sport administration • Experience in the sport and recreation industry • Experience working with volunteers



**Key Competencies
(Skills and Knowledge)**

Football Knowledge – Community Football in Victoria

- Knowledge of the community football landscape in Victoria at a league and club level, and the key issues impacting on community football.
- Communicate with VAFA GMs & AFL Victoria on new and updated information that is relevant to VAFA clubs.
- Sound knowledge of sporting club governance structures and procedures

Relationship Development – stakeholder focus

- Develop and sustain productive relationships with all stakeholders including club administrators, coaches and volunteers.
- Liaise with the AFL Victoria on a regular basis, in particular AFL Victoria Manager charged with the responsibility of managing the Metropolitan Football Development Manager network

Planning and Organisation

- Capacity to plan objectives and implement strategies
- Problem solving ability
- Proactively identify potential risks and implement preventative actions.
- Flexible to assist and manage requests from other internal departments

Effective Communication

- Ability to use a range of communication methods to communicate effectively with VAFA clubs, coaching personnel, other support staff and stakeholders eg: verbal, written
- Highly developed interpersonal and presentation skills
- Ability to develop and deliver training systems and programs.
- Strong understanding of social media and an ability to discern appropriate use by all stakeholders
- Ability to effectively disseminate football & umpiring information to clubs.



	Time Management <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 • Capable of working within specific timelines.
	Technical <ul style="list-style-type: none"> • Liaise with VAFA Club Presidents, Managers & Senior Coaching staff, in relation to all areas of Club Development
	Key Responsibilities <ul style="list-style-type: none"> • Lead and set strategy in relation to Club Development to drive sustainability outcomes for the VAFA and its clubs under the direction of GM Football & Umpiring • Develop and implement plans to assist clubs to become more sustainable under the direction of GM Football & Umpiring • Conduct regular & on-going meetings with VAFA Clubs in relation to their sustainability on and off the field (ie. volunteers, infrastructure) under the direction of GM Football & Umpiring • Drive agreed upon outcomes related to the Tackle Your Feelings (TYF) project under the direction of GM Business & Projects • Overseeing the liaison and relationships between the AFL Victoria FDM network and VAFA clubs, related to Club Development • Liaison with AFL Victoria on Coaching matters

Attributes (Personal Characteristics)	Proactive	Innovative and creative
	Approachable and Engaging	Shareholder focussed
	Determined and results driven	Patient and Diplomatic
	Team Oriented	

Key Relationship and Key Communications Requirements	Position Reports to <ul style="list-style-type: none"> • GM Football & Umpiring (75%) • GM Business & Projects (25%) – TYF project focus
	Direct Reports/Liaison



	<ul style="list-style-type: none"> • Nil (VAFA) • Key contact and liaison with AFL Victoria FDMs for all Club Development matters
	Internal Communications
	<ul style="list-style-type: none"> • VAFA Staff
	External Communications (Stakeholders)
	<ul style="list-style-type: none"> • AFL Victoria Metro Manager • AFL Victoria Football Development Managers • AFL Victoria, Metropolitan and Country Leagues • Local Government and Councils • VAFA Clubs • Tackle Your Feelings project team

