



The Monash Blues Football Club is currently seeking a **Football Operations Manager**, for the upcoming 2022 season.

Position

The Football Operations Manager will be responsible for the co-ordination of off field football activities for the Clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level. The successful candidate will work closely with the President and Committee members to ensure the efficient operation of the Club.

Remuneration

This position is competitively remunerated and rates will be discussed on application.

Pre-Season

- Coordinate development of the Football Operational Plan.
- Coordinate appointment of required personnel, team managers, umpires, runners and other team support staff to ensure smooth running on game days.
- Manage all clearances and player registrations in accordance with the league rules.
- Support Secretary in the ordering and management of on-field and off-field merchandise.

During Season

- Coordinate delivery of the Football Operational Plan.
- Liaise between players, coaches, and the Committee.
- Ensure all equipment is available as required by Coaches and/or League.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their role.
- Oversee the maintenance and management of all training and match equipment.
- Support team managers and oversee the submission of team sheets and match reports after both home and away games.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.
- Coordinate home matches to ensure all teams and supporters have access to the correct facilities and equipment.

Other Responsibilities

- Assist other Committee members in their responsibilities as required.

Relationships

- Reports to the President and wider MBFC committee.
- Supports all coaches, match committee, football support staff including team managers, trainers, runners, boundary umpires and time keepers.
- Liaises with official Club suppliers & other key stakeholders including the VAFA and University.

For all enquiries, please contact President Alex Carr on 0400 954 682.

Please direct all applications to president.mbfc@gmail.com