



TITLE: Assistant Junior Football Operations Coordinator

LOCATION: Casey Fields

REPORTS TO: Chief Operating Officer

START DATE: To be Confirmed

STATUS: Casual

AFL South East (AFLSE) is seeking a positive, enthusiastic individual to join the AFLSE Operations Team. The role will primarily support the Junior Operations Coordinator in the administration of Junior Football Competitions and programs across affiliated AFLSE junior competitions.

AFL South East (AFLSE) was established in May 2013 and is focused on the development and management of football within the South East Region.

The South East Region covers the south east growth corridor of Melbourne, the major centres of Dandenong, Frankston, Pakenham as well as the Mornington Peninsula.

AFL South East has the largest number of participants of any development region in Victoria with nearly 24,500 participants playing the game regularly with the region. Australian Rules Football plays a critical role in the local economy, the health and well-being of local communities as well as providing important leadership and life skills to young men and women.

Purpose of the Role

The objective of the Assistant Junior Football Operations Coordinator is to support the AFLSE operational team in the operations of the AFL South East Junior Leagues, with specific reference to the AFLSE Top Age Competition, SEJ and FDJFL.

Key Responsibilities

Assist and support the Junior Operations Coordinator in the following;

Competition Administration

- Assist with the management of the competition in line with AFLSE Junior Competition Rules including but not limited to;
 - o AFLSE Junior Player Points Policy
 - o Maintain match results and records including, scores, ladders, team lists and fixtures
 - o Administer the PlayHq competition and member database system
- Contribute to development of fixtures and management throughout the home and away and season and finals.
- Assist with the competition audit of awards, trophies, and presentations
- Provide general office administration support as required
- Provide general administration support to Junior Football Development Manager as required
- Coordinate incident reports and apply the relevant disciplinary outcomes.
- Draft and issue all notices related to the disciplinary process.
- Assist the Competitions Manager with stakeholder enquiries regarding the AFLSE Junior Competition, Disciplinary Regulations and process.



Regional Development Programs

- Assist with the administration of Regional and League Development Academies as required.

Key Outcomes

- More efficient administrative practices implemented
- Greater timeliness, accuracy and effectiveness of communications to stakeholders

Knowledge, skills and behaviors

Required

- Excellent written and verbal communication skills.
- Outstanding presentation and demonstrated management skills.
- Current Driver's License
- Strong work ethic, with ability to work flexible hours and weekends.
- Current Working with Children's Check

Preferred

- Previous administration experience in a sporting environment.
- Experience working with community organisations and volunteers.

Internal and External Interactions

Internal

- AFLSE Senior Management and Staff

External

- AFL Victoria
- Country and Metropolitan leagues
- Local government

This is a Casual entry-level position – 3 days per week in season.

Applications close **Sunday, April 8, 2022**, and can be submitted by using this link:

<https://www.surveymonkey.com/r/SWVKVKG>