



Northern Football Netball League Position Description

Position Title	Junior Football Manager
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Location	11, 10-14 Simms Rd, Greensborough, 3088
Reports to	Football Operations Manager
Department	Football
Classification	Full Time
Date Prepared	January, 2019

Northern Football Netball League Purpose (Mission/Aim)	<p>The Northern Football Netball League (NFNL) aims to develop and grow a quality Australian Rules Football and Netball competition for the enjoyment and benefit of all stakeholders throughout the northern region of Melbourne.</p> <p>The NFNL aims to create and sustain an environment in which all clubs and individuals can aspire to reach their full potential in a healthy and safe manner.</p> <p>Each season the league conducts in excess of 6,700 matches involving 366 football teams, 88 netball teams and over 10,000 registered players</p> <p>The strength and integrity of the league continues to be underpinned by the quality of the NFNL's Clubs and the foundations of junior participation.</p> <p>The Junior Manager is responsible for the smooth operation of the all junior football competitions and providing football services, administrative support and guidance to clubs.</p> <p>The role requires a willingness to establish and maintain strong lines of communication with clubs and other stakeholders.</p>
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Overall Role	<p>The Junior Football Manager shall be responsible for:</p> <ul style="list-style-type: none"> • Deliver a graded community football competition for all ages and standards of footballer • Liaise with club officials on all junior football matters • Manage the junior finals series of matches • Assist with the running of senior finals • Manage the rules of the competitions and the game. • Support NFNL managers in the implementation of their roles • Manage and deliver accurate timely reporting to the Football Operations Manager • Ensure that player transfers and registrations are dealt with appropriately • Manage the junior interleague program
	<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>



Experience and Qualifications	Required
	<ul style="list-style-type: none"> • Established background in the operation of an effective sporting organization • Relevant tertiary qualifications or practical experience • Demonstrates innovation and willingness to challenge convention • Able to manage an extensive network of volunteers • High degree of communication and presentation skills • A high degree of attention to detail • A preparedness to work extended hours including weekends during periods when matches are fixtured
	Desired
	<ul style="list-style-type: none"> • Experience working in the sport and recreation industry • Strong interpersonal skills



Key Competencies (Skills and Knowledge)	Interpersonal Skills
	<ul style="list-style-type: none"> • Capacity to develop relationships with all stakeholders • Ability to work in a small team environment • Ability to work autonomously and to tight deadlines
	Information Management
	<ul style="list-style-type: none"> • High level efficiency on Microsoft Office (Word, Excel and PowerPoint) • Data analysis and reporting skills
	Planning and Organisation
	<ul style="list-style-type: none"> • Capacity to plan objectives and implement strategies • Strong reporting capabilities
	Effective Communication
	<ul style="list-style-type: none"> • Ability to use a range of communication methods to communicate effectively with stakeholders (e.g. verbal, written) • Ability to anticipate stakeholder needs and communicate accordingly • Highly developed interpersonal skills
	Administration Management
	<ul style="list-style-type: none"> • Capacity to effectively manage information, processes and systems to maintain accurate records • Ability to review and improve systems
Time Management	
<ul style="list-style-type: none"> • Ability to effectively prioritise tasks to ensure delivery against key result areas • Capability to manage multiple projects simultaneously 	
Sports Industry Knowledge	
<ul style="list-style-type: none"> • Knowledge of the Northern Football Netball League and other metropolitan competitions • Sound knowledge of Australian Rules Football 	



Attributes (Personal Characteristics)	Passion for community football	Innovative and creative
	Strategic vision	Stakeholder focussed
	Approachable and engaging	Patient and diplomatic
	Determined and results driven	Team oriented

Key Relationships	Reports to
	Football Operations Manager
	Internal Communications
	<ul style="list-style-type: none"> • NFNL Staff • AFL Victoria Development Staff
	External Communications (Stakeholders)
	<ul style="list-style-type: none"> • NFNL Clubs • AFL Victoria
Key Accountabilities	<ul style="list-style-type: none"> • Club viability • Participation growth targets are developed and achieved • Rules of the competition and by-laws remain appropriate and are effectively maintained. • Junior Interleague squads are properly managed and competitive • The leagues junior finals series are managed effectively and budgets attained

