



Northern Football Netball League (NFNL)

POSITION DESCRIPTION

Junior Football Manager

Department: Football Operations

November 2024

Position overview

The Purpose of the Northern Football Netball League (NFNL) is to provide a safe and inclusive environment for all people of our community to participate in professionally administered and high-level sporting activities. Our values are: Belonging, Respectful, Accountability and Integrity. Each season the league conducts in excess of 4,000 matches, involving 368 football teams, 105 netball teams and over 10,000 registered players.

The Junior Football Manager is responsible for the operation of junior football competitions including providing football services, administrative support and guidance to Member Clubs. The role requires a willingness to establish and maintain strong collaborative working relationships with Member Clubs and other stakeholders.

Reporting to the General Manager Football Operations, this role has three key focus areas:

1. To efficiently run all junior football competitions for the League;
2. To work with all stakeholders to deliver desired outcomes.

Other League based duties may also be required from time to time.

Key Relationships

Reports to:

- NFNL General Manager Football Operations

Direct Reports:

- NFNL General Manager Football Operations

Internal Relationships:

- NFNL CEO
- NFNL General Manager Netball Operations
- NFNL Umpires Manager
- NFNL Club Development Lead
- NFNL Football Administration Officer
- NFNL Finance Manager

External Relationships:

- NFNL Clubs
- NFNL Partners and Sponsors



	<ul style="list-style-type: none"> • AFL Victoria • Other Community Football Leagues • Local Government Authorities • Local schools within NFNL area • Any and all other parties deemed necessary for the effective discharge of duties
Job Task / Role	<p>Administration</p> <ul style="list-style-type: none"> • Oversee the conduct of all junior football competitions, including the arrangement of fixtures and Umpires. • Provide customer service to League stakeholders and timely advice, training and support to Member Clubs to ensure that each remains competent and viable. • Update the NFNL junior By-Laws and Competition Regulations annually. • Assist in the issuing of accounts. • Contribute to all other administrative tasks such as the Annual Report, Calendar of Events, Handbook and Competition Paperwork. <p>Operations</p> <ul style="list-style-type: none"> • Liaise with Member Clubs, the Umpires and affiliated bodies to maintain effective working relationships. • Assist the CEO in the preparation of a football competition budgets to assist with setting team registrations, participant & Umpire fees. • Deliver a graded community football competition for all ages and standards of footballer and netballer. • Oversee the football competition database inclusive of all transfers and registrations. • Manage the effective operation of the Independent Tribunal, Match Review Panel (MRP) and investigation system that protects the integrity of the junior football competition. • Establish and maintain relationships with local Government entities in the provision of suitable facilities for all League fixtures. • Arrange for weekly results to be processed, circulated to the media and presented on the relevant internet sites and any issues dealt with. • Enforce penalties as prescribed in the By-Laws (e.g. fines, loss of premiership points, etc). • Ensure all Coaches, Umpires and sports trainers are appropriately accredited. • Co-ordinate any Coaching, Umpire and Official's courses run by the AFL Victoria. • Coordinator, organise all Best & Fairest Presentations for all age groups. <p>Finals</p> <ul style="list-style-type: none"> • In conjunction with the General Manager Football operations and the CEO, plan and co-ordinate the Finals series within budget. • Assist the Commercial and Events Manager with the Host Club EOI/ tendering



	<p>process.</p> <ul style="list-style-type: none"> • In conjunction with the General Manager Football operations and the CEO, negotiate the usage and management of venues and facilities with local Council and related bodies. • Establish the SFNL Finals Handbook and deliver education to Host Clubs and competing teams. • Manage weekly staffing requirements across all venues. • Contribute to the Website and Social Media platforms to promote Football and Netball in conjunction with the Commercial and Events Manager. • In consultation with the Commercial and Events Manager, maintain all current business relationships and ensure all agreed commitments relating to Football and Netball sponsorship are fulfilled. <p>Miscellaneous</p> <ul style="list-style-type: none"> • Respect and abide by the Rules and By-laws of the NFNL and the Umpires Code of Conduct. • Other duties as required by the CEO including assisting with hosting junior and senior finals.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Key Selection Criteria</p>	<p>Professional Attributes</p> <ul style="list-style-type: none"> • Excellent verbal and written communication and public relation skills • Demonstrated analysis and leadership skills. • Highly developed verbal and written communication, presentation and negotiation skills and developed IT skills. • Proven ability to show initiative, plan, set priorities and manage change. • Previous experience in football or other relevant sporting environment.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Key Selection Criteria</p>	<p>Personal Attributes</p> <ul style="list-style-type: none"> • Ability to manage and lead people • Passionate about Football • Proactive • Approachable • Self-motivated • Strong character • Team Player • Strong work ethic • Ability and willingness to work long and flexible hours and weekends • Current Drivers Licence • Working with Children Check or willingness to obtain



NOTE: This position description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

Location:

The Junior Football Manager will be based in the League's office located at Latrobe University Sports Park, Bundoora.

Hours of Work:

Normal hours of work will be 38 hours per week (equivalent to 5 days of 7.6 hours each), scheduled by agreement with the General Manager - Football Operations and Chief Executive Officer. During the season this will be made up of a combination of office hours, including after-hours and weekends.

Remuneration:

This is a permanent, full-time position. Remuneration will include base salary, paid public holidays, 4 weeks annual leave and statutory superannuation guarantee payments (currently 11.5% of base salary).