



*Fitzroy Stars Football & Netball Club Inc.  
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ABN: 92 023 405 166*

## **Expression of Interest**

Expressions of Interest for the role of Chief Executive Officer, Fitzroy Stars Football & Netball Club (FSFNC) are now open.

The key function of the role of CEO, FSFNC is to oversee all club operations and administration. A list of expected duties can be found description below.

Expressions of Interest for the role will close on Friday the 3<sup>rd</sup> of September at 4:00pm.

All Expressions of Interest should be emailed to the club on [fitzroystarsfc@bigpond.com](mailto:fitzroystarsfc@bigpond.com) and to the FSFNC President, Esme Bamblett on [ceo@aal.org.au](mailto:ceo@aal.org.au)

### **Club overview**

Established in 1973, the FSFNC began life as a multicultural club playing with a focus on community. It was an integral part of the way people spent their weekends, giving families a place where they could participate in sport and build strong community relationships. The games quickly became an important weekly meeting place.

The Aboriginal community were quickly drawn to the club and adopted the team as our own. The FSFNC have had a journey across multiple leagues during our history, including a 14-year absence from competition that ended in 2008 when we were accepted in to the Northern Football League. To this day, the Fitzroy Stars are operated by the Aboriginal community and play an important role, offering a regular meeting place and promoting participation in the sports of Football and Netball.

In 2021 the FSFNC continues to compete in the Northern Football and Netball League (NFNL) and fielded two Senior Men's football teams, two Senior Women's netball teams, and for the first time, a Senior Women's football team. The Women's football team will play in the Grand Final sometime in the coming weeks.

The FSFNC occupy the Pastor Sir Doug Nicholls Oval on the grounds of the Aborigines Advancement League located in Watt Street, Thornbury. We have slowly developed the ground and facilities over time and are excited to soon commence construction of the Aboriginal Women's & Girls Sports and Wellness Centre at the club.

## **JOB DESCRIPTION**

**Position:** Chief Executive Officer  
**REPORTS TO:** Fitzroy Stars Board of Directors  
**Information Contact:** Esme Bamblett – President  
**Contact details:** e: ceo@aal.org.au m: 0400 013 944  
**Date of Completion:** This is a 12month contractual position  
**Expression of Interest Close:** 3<sup>rd</sup> of September, 2021 at 4pm

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## **DUTIES**

The Chief Executive Officer, Fitzroy Stars Football & Netball Club will be expected to perform the tasks listed below.

The list is designed to give an indication of role expected of the CEO, however the successful candidate will be expected to complete all reasonable tasks at the request of the FSFNC Board of Directors.

## **ADMINISTRATION**

- Manage administration support including IT, accountant, finance officer and part-time bookkeeper
- Undertake the management and supervision of financial budget and program reporting across the Organisation for all program & projects,
- To manage, co-ordinate and attend the Fitzroy Stars Board of Director Meetings
- Organising and co-ordinating the Fitzroy Stars AGM including, minutes and reports.
- Attendance at various meetings including the DHS Aboriginal forums and agenda setting meetings
- Represent the Fitzroy Stars Football and Netball Club at relevant meetings.

## **FOOTBALL OPERATIONS**

- Player Contracts and NFNL Budgets/Points schedule
- Manage ground maintenance program including, line markings
- Manage Bar staff/volunteers, gatekeepers, canteen and acquit the day's takings with finance officer. Order beverages and Presidents luncheons.
- Set up for game day, e.g. Scoreboard, timekeepers, jumpers, team sheets, results, ground inspections
- To complete all paperwork as required by NFNL in a timely manner and uphold the conditions and rules prescribed
- Tribunal advocate
- Attend league AGMs and designated seminars league seminars
- Oversee women's football and netball
- Organise merchandise and club uniforms

- Manage medical team and medical purchases
- Co-ordinate hands on health, Chiropractors, Osteopathy & Remedial massagers
- Presentation night/vote count
- Pre-season camps
- Coaches contracts
- Confidant and support to players and for referral to services such as legal and mental health
- Injury insurance
- Ground security

## **COMMUNICATION**

- Develop new fundraising opportunities to ensure the financial viability of the new season
- Maintaining existing funding agencies relationship
- Work with existing fund-raising personnel
- Form and maintain relationship with potential employment companies