



Role	Female Football Gippsland - Operations Manager
Reporting to	FFG Executive
Appointment	Fixed Term contract by agreement
Location	Flexible (by agreement)

Position Overview

Female Football Gippsland (FFG) is a constantly evolving female football competition which has potential for rapid growth in the next few years. FFG currently has over 500 players across the Region and provides both underage and open women's football.

The FFG Operations Manager shall primarily focus on the operations of the leagues competitions, rules and regulations, policies and procedures, professional standards and accepted business practices. The position also has oversight of the competitions umpire bodies and its agreements.

Experience and Qualifications

Required

- Management experience, preferably in a sporting environment
- Extensive football operations experience
- Excellent stakeholder management skills
- Excellent written and verbal communication skills
- Experience and skills in developing and conducting presentations, and events
- Experience working with community organisations and volunteers
- Ability to work both independently and as part of a team
- Current Driver's License
- Strong work ethic, with ability to work flexible hours

Key Relationships

- FFG Executive
- FFG Member club executive members
- FFG Commercial Partners
- AFL Gippsland Region Manager
- AFL Victoria Management

KEY RESPONSIBILITIES

Operations

- Preparation of league fixtures.
- Entering fixture into PlayHQ.
- Approving clearances and permits.
- Ensure all club and stakeholder correspondence is distributed in a timely manner.
- Prepare MOU with Umpiring association to cover regular season and finals matches as may be required.
- Work with neighbouring leagues to establish Area Agreements.
- Preparation and distribution of match day paperwork for each club.
- Check paperwork (team sheets and result) to ensure PlayHQ system reflects Match Day paperwork.
- Collate league votes and ensure all votes are received.
- Administer FFG Rules and Regulations and By-Laws.
- Ensure AFL Vic Country Handbook rules and regulations are adhered too.
- Preparation and conduct of league meetings including minutes and agendas.
- Management of the FFG social media pages.
- Ordering finals medallions, premiership cups, best and fairest trophies and goal kicking trophies.
- Ad Hoc tasks dealing with AFL Vic procedures such as reports and investigations.
- Fulfill all other duties that would be normally or reasonably expected of a league secretary/administrator.

Finance

- Prepare annual operating budget for presentation to FFG Executive.
- Managing budget to ensure costs are tracked accurately.
- Payment of invoices and accounts when they are due.
- Invoicing club fees (May/June).
- Deposit gate takings and ensure accurate records kept of money made during finals.
- Withdrawal of float for finals gates.
- As above regarding finals canteens.

Finals

- Prepare the finals fixture and venues in conjunction with the clubs.
- Attend finals as Match Day Manager, ensuring paperwork and results are entered.
- Organise MC for Grand Final presentations.

Events

- Preparation of vote count presentation.
- If event is in person, ensuring a venue and catering booked.
- If online, ensure live stream link is working.
- Preparation of event information to the clubs.
- Promotion of events.

Written applications close at 5.00pm November 15th, 2023.

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