

**AFL SOUTH COAST  
POSITION DESCRIPTION**



<b>Position:</b> Representatives Manager		<b>Date:</b> August 2013
<b>Department:</b>		
<b>Overview of Role</b>	This exciting role allows the Representatives manager to coordinate and ensure the smooth operation of the representatives team in a given region. The representatives manager will be responsible for a range of tasks which can include, but are not limited to, coordinating games and carnivals, selecting players for the representatives team and ensuring adequate uniforms and equipment is available for use. The representatives manager role has a very broad scope of work involved and provides a great opportunity as to how the league functions	
<b>Key Relationships</b>	<b>Reports to:</b> Committee Chairperson  <b>Other Key Relationships:</b> <ul style="list-style-type: none"><li>➤ Administrations Manager</li><li>➤ Competitions Manager</li><li>➤ Umpiring Manager</li></ul>	
<b>Job/Task Profile</b>	<b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Liaise with regions to coordinate games and carnivals</li><li>• Manage carnivals in their region</li><li>• Organise and coordinate representative trials and training</li><li>• Organise coaches, officials and player selections for each season</li><li>• Arrange adequate uniform and equipment</li></ul>	

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Key Selection Criteria	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Planning and Organisation</b> <ul style="list-style-type: none"> <li>• Able to efficiently establish an appropriate course of action to accomplish a goal</li> </ul> </li> <li>➤ <b>Management Control</b> <ul style="list-style-type: none"> <li>• Able to control and maintain processes, people and tasks</li> </ul> </li> <li>➤ <b>Communication Skills</b> <ul style="list-style-type: none"> <li>• Relates easily to others</li> <li>• Willingness to accommodate other people's points of view</li> <li>• Able to express ideas clearly in a verbal and written manner</li> <li>• Able to clearly understand verbal and written material</li> <li>• Has good presentation skills</li> </ul> </li> <li>➤ <b>Attention to Detail</b> <ul style="list-style-type: none"> <li>• Accomplishes tasks efficiently by considering all areas involved</li> </ul> </li> <li>➤ <b>Adaptability</b> <ul style="list-style-type: none"> <li>• Able to remain effective when faced with changing tasks, responsibilities or people</li> </ul> </li> <li>➤ <b>Delegation</b> <ul style="list-style-type: none"> <li>• Able to effectively allocate responsibilities to the appropriate subordinate or resource</li> </ul> </li> <li>➤ <b>Proficient in Microsoft Office (Word, Excel, PowerPoint &amp; Outlook)</b> <ul style="list-style-type: none"> <li>• Able to create simple word processing documents</li> </ul> </li> </ul>
	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in working both as a volunteer and working with volunteers or volunteer committees</li> <li>• Previous Australian Football experience or other experience in the sports industry</li> </ul>

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AFL Values	<p><b>Our LEGACY:</b> <i>leaving the game and community in better shape for future generations.</i></p> <p><i>Three pillars that support our legacy principle: Accountable, Progressive and Respectful</i></p> <p>➤ <b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Focus on delivering or exceeding performance objectives</li> <li>• Responsible for our actions and results and do what we say we will</li> <li>• Act with integrity – deal with all people honestly, ethically and transparently</li> <li>• No surprises</li> <li>• Make decisions in a timely manner, even when under tight deadlines and pressure</li> <li>• Be prepared to go the extra mile</li> <li>• Persevere when faced with setbacks</li> </ul> <p>➤ <b>Progressive</b></p> <ul style="list-style-type: none"> <li>• Strive for constant improvement</li> <li>• Respect the great history of our game and its role in the community but challenge the status quo</li> <li>• Find new and creative ideas to innovate</li> <li>• Focus on the future</li> <li>• Embrace change and new ideas</li> </ul> <p>➤ <b>Respectful</b></p> <ul style="list-style-type: none"> <li>• Embrace and respect diversity and inclusion – understand and value the differences in every person</li> <li>• Acknowledge the efforts of others</li> <li>• Listen actively and consider other viewpoints</li> <li>• Cooperate with others</li> <li>• Help team or other departments or stakeholders in getting work done</li> <li>• Act with humility and modesty</li> </ul>
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<b>Volunteer Rights and Responsibilities</b>	<p><b>Volunteers have the right to:</b></p> <ul style="list-style-type: none"><li>• An orientation to the league</li><li>• A clear job description</li><li>• Job satisfaction</li><li>• Support and respect from the League and co-workers</li><li>• Guidance from someone who is experienced and well informed</li><li>• Be involved in decision making</li><li>• Have access to training if needed</li><li>• Insurance and safety</li><li>• Know who they are accountable to and have clearly defined channels of communication open to them</li><li>• Know what tasks they will be expected to perform and say “no” to tasks they are unable to do or do not want to do</li></ul> <p><b>Volunteers have the responsibility to:</b></p> <ul style="list-style-type: none"><li>• Be sure they have the time to take on the position/task</li><li>• Be loyal – offer suggestions, but don’t knock other people’s ideas</li><li>• Be willing to learn – training is essential to any job well done</li><li>• Keep on learning – Know all you can about your organisation and your job</li><li>• Welcome supervision – you will do a better job and enjoy it more</li><li>• Speak up – ask about things you don’t understand</li><li>• Be dependable – do what you agree to do</li><li>• Be a team player – respect the function of other staff and treat them fairly</li><li>• Provide feedback on the work being done</li></ul>
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