

Business Operations Manager

Sydney University Australian National Football Club (SUANFC) & Sydney Uni Sport & Fitness (SUSF)

Full-time

Up to \$70,000 (Inc. Super & Benefits)

One of the country's oldest existing AFL clubs, SUANFC, with the support of SUSF, has remained an innovative and progressive Australian Football Club. In 2013, SUANFC establishes the new position of Business Operations Manager as the Club aims to consolidate a platform for sustained on and off field success at both the local Sydney and NEAFL levels. The role will manage three key areas of the organisation – Commercial Operations, Football Operations and Communications.

The Business Operations Manager will promote SUANFC, as well as the University and SUSF through the administration of a professional sporting program undertaking exemplary varsity and community programs.

Main duties include:

- Commercial Operations – Sponsorship & Philanthropic Partnerships, Club Membership, Club Foundation and Financial Management.
- Oversee Administration – Club Communications, Football Operations and Club Administration.
- Strategic Planning.

Selection Criteria:

Essential:

- Professional approach & ability to work in a multi-stakeholder environment
- Demonstrated ability to engage stakeholders within a Professional Sporting Organisation
- Demonstrated skills in developing commercial plans, strategies and initiatives
- Demonstrated Leadership Skills
- Demonstrated Commercial Management and Business Development experience
- Demonstrated Negotiation (closure) skills
- Demonstrated Commercial and Business acumen
- Demonstrated Strategic Planning skills
- Demonstrated Organisational skills
- Excellent Verbal and Written Communication skills
- Excellent computer, website, presentation, communication, general administration and finance skills

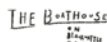
Desirable:

- Credibility within, and knowledge of, the AFL (NSW/ACT), the NEAFL and/or other state league club administration or other nationally recognised sport
- Excellent administration skills with experience in coordinating the activities of a professional/semi-professional sporting club
- Intimate knowledge and previous experience working with a University-based environment
- Understanding of industry best practice with respect to sports management and administration
- Work, Health & Safety – Workplace safety

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The successful applicant will be required to complete a Working with Children Check as per NSW Government Legislation.

For enquiries about this position please contact Chas Wilkinson (President, SUANFC) on 0434 170 785 or Matthew Phelps (High Performance Manager, SUSF) on (02) 9036 7893.

To apply for the position, please send your application to jobs@sport.usyd.edu.au

Applications Close: Friday, 8 November 2013

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