



POSITION DESCRIPTION

Football Operations Manager

Introduction

The position sits as part of the EFC Executive Committee and is an Annual Elected role.

The key purpose of the role is to provide a holistic approach to deliver support and guidance to the Junior and Senior teams to the highest standards. A strong focus will be on confirming the EFC commitment to enhancing football services and experience for all customers involved, in conjunction with the FFV Guidelines.

A critical part of the role is connecting with various participants, providing them with the direction, assistance and encouragement to develop and grow in their roles as a player and/or coach for the benefit of the Club. This aspect of the role may be supported by the EFC Technical Director/Football Development Manager.

The Football Operations Manager will work closely with all Senior Club coaches (men's, Women's and Youth) and Junior Competitive age group coaches and players representatives to support the Competitive and Non-competitive competitions.

Since the incumbent will be required to deal directly with coaches, players and parents, a person with a strong football background and coaching experience at Junior and Senior levels would be highly desirable. The incumbent must hold a B Licence qualification (C Licence would be considered), have considerable knowledge, understanding and experience working in the area of talented player/coach development.

Key Responsibilities and Duties

The Football Operations Manager is responsible for:

- Manage and mentor staff to maximise individual and department performance
- Manage, develop and implement priority initiatives across EFC Football Department
- Regularly implement, review and update relevant Rules & Regulations and policies that relate to EFC
- Keep abreast of current sport development/participation/high performance trends and introduce to EFC
- Complete facility audits to ensure that EFC complies with relevant licence agreements, council regulations and any other applicable regulations
- Active involvement in the strategic planning and development of EFC
- Manage administration function relevant to the role
- Assist with roll out of FFV Audit outcomes on behalf of EFC
- Assist the Referee Co-ordinator to fulfil vacancies on the Referee schedule
- Representation of EFC at BASL or FFV hearings as required

Stakeholder Management

- Identify key stakeholders involved in football, establish links with stakeholders, and liaise with identified links to build awareness, share knowledge and encourage ongoing involvement.

- Empower the Football Operations department to ensure a strong focus on delivering a commitment to enhancing football services and raising the standard of football, and deliver improved experiences for all customers including the broader BASL community.

Competitions & Fixturing

- Work with Senior and Junior Coordinators and Technical Director/Football Development Manager on team allocation
- Finalise and implement structure of teams within BASL requirements.
- Review fixtures for each team and ensure any issues identified and corrected with assistance from Club Secretary.
- Support action required of relevant Sports systems
- Support the collection for results, goal scorers and Best & Fairest statistics

Media & Match day Experience

- Identify key areas of media for optimum exposure of EFC
- Work with Communication team to increase media coverage both internally & externally
- Work with EFC and Committee to enhance the match day experience to increase community involvement
- Assist with game day operations as required, including seasonal, Finals and other respective matches.

Essential Skills & Attributes

- Demonstrated experience in working with junior and/or senior players, coaches, parents and volunteers.
- Relevant coaching qualifications
- Strong communication, liaison and dispute resolution skills. Must be able to communicate effectively with players, parents, managers, other coaches, etc. Must be able to address challenges when they occur with strong leadership and confidence.
- Highly motivated, displaying energy, vibrancy and passion for the game.
- Possess knowledge of the rules and regulations of BASL, FFV and FFA when required.
- Able to work independently, and/or effectively and co-operatively as part of a team.
- Passion to grow the Club and to make a difference.
- Willingness to have fun.
- Current and valid Working with Children Check compulsory.
- First aid certificate desirable.

NOTES:

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Epsom Football Club's discretion and activities may be added, removed or amended at any with consultation.