



## POSITION DESCRIPTION

Position Title	League Operations Officer
Reports To	League Chairman
Direct Reports	Nil
Department	League Operations
Status	Flexible: Honorary, Fixed Term Contract or other by agreement

UMFNL League Operations Officer	
Overview of Role	<p>The Role of the <b>UMFNL League Operations Officer</b> is to administer the UMFNL Football and Netball League Operations and Administration.</p> <p>Based in a suitable and agreeable location, the role requires some evening and weekend work.</p> <p>The role will focus on providing day to day operational function and support to the competitions clubs and league executive whilst working closely with AFLNEB Management and Football Development Managers.</p>
Key Relationships	<p><b>Reports to:</b> UMFNL President</p> <p><b>Other Key Relationships:</b> League executive Members UMFNL Clubs UMFNL Club Presidents and Committees AFLNEB Management:</p> <ul style="list-style-type: none"> <li>• AFLNEB Operations Manager</li> <li>• AFLNEB Umpire &amp; Operations Manager</li> <li>• Other AFLNEB League Managers</li> <li>• Football Development Managers</li> </ul> <p>Netball Victoria UMFNL associated LGA's</p> <p><b>Responsible for:</b> Nil</p>

<p><b>Job Tasks/Profile</b></p>	<p><b>League Operations</b></p> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate all aspects of the UMFNL Competitions including fixtures, registrations and clearances, results, and disputes</li> <li>• Monitor and ensure all areas of compliance and application and adherence to UMFNL By Laws, AFLNEB and AFL Victoria Country Rules and Regulations</li> <li>• Liaise and communicate with all stakeholders on a regular basis including League Executives and Clubs</li> <li>• Assist in Ordering of equipment, supplies and uniforms</li> <li>• Coordinate the operation of Independent Tribunal Hearings, Tribunal Secretary, Investigations and related matters.</li> <li>• Provide advice and support to affiliated clubs as required</li> <li>• Co-ordinate and attend league meetings</li> <li>• Manage League events as required</li> <li>• Assist in the management of partnerships and commercial arrangements on behalf of UMFNL</li> </ul> <ul style="list-style-type: none"> <li>• Preparation and/or presentation of monthly financial reporting for affiliated leagues</li> <li>• Authorise ordering and payment of accounts in line with UMFNL budget</li> <li>• Identifying commercial opportunities for the benefit of UMFNL</li> <li>• Represent UMFNL at AFLNEB Seminars and meeting as required</li> <li>• Ensure all reporting is up to date for all league executive and club meetings</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Be actively involved in formulating and reviewing the processes and practices of UMFNL</li> <li>• Identify and develop UMFNL plans for continual improvement</li> <li>• Implement plans for the development of the UMFNL</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Receive telephone calls as necessary</li> <li>• Develop and maintain key relationships with all clubs, league executive members and AFLNEB Umpiring through regular communication.</li> <li>• Maintain accurate and current registration database.</li> <li>• Maintain regular contact with local media</li> <li>• Maintain regular contact with AFLNEB staff members working across all departments</li> <li>• Ensure relevant content on League Social Media Forums and Communications platforms</li> </ul>
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Key Selection Criteria	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of AFL in the North East Border Region, specifically the UMFNL</li> <li>• Commitment to community football and netball with a knowledge and understanding of league structures within the area</li> <li>• Proficiency in use of computers, document presentation and of Microsoft applications which should include well developed word processing, spreadsheet and web-based skills</li> <li>• Proven ability to effectively manage a diverse range of administrative duties concurrently.</li> <li>• Displays integrity, strength of character and an ability to influence others</li> <li>• Confident and enthusiastic.</li> <li>• Ability to build strong working relationships – internal and external</li> <li>• Demonstrated personal initiative and ability to work effectively unsupervised</li> <li>• Well-developed verbal and written communication, interpersonal, presentation, and negotiation skills.</li> <li>• Satisfactory “Working with Children” check or ability to obtain.</li> <li>• Current Driver's Licence</li> </ul> <p>Due to the nature of the sporting industry must be willing to work outside normal business hours from time to time such as evenings and weekends for meetings and events.</p>
	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Suitable experience in a Sports Administration or Competition Management role.</li> <li>• Experience in dealing with community-based committees</li> <li>• Knowledge and understanding of AFL Victoria Country and Netball Victoria Programs</li> <li>• Sound knowledge of AFL in the North East Border Region</li> <li>• Experience in Financial matters</li> <li>• Any skills and experiences which provide a benefit to the UMFNL as an organisation</li> </ul>

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organisation.

**Applications will be received on behalf of the UMFNL via email and will close at 5.00pm on Friday November 20th and should be addressed:**

**UMFNL Operations Officer**  
**Attention: Gordon Nicholas League President**  
C/-: [john.odonohue@afl.com.au](mailto:john.odonohue@afl.com.au)

Enquiries to 0428 507 332