



**Duties of Employee:
Eastern Football Netball League (EFNL) POSITION DESCRIPTION**

Child Safety Mission Statement

The Eastern Football Netball League is committed to promoting and protecting the safety and wellbeing of children and young people in our care. We seek to promote and protect the rights of all children in our care and prevent abuse from occurring by fostering a child safe culture. The welfare of the children in our care will always be our priority and the EFNL has a zero tolerance to child abuse. The affiliated Clubs that provide football/netball to children and young people will present environments and experiences that always consider and put measures in place to ensure the safety of children.

This position requires the successful applicant to pass a Police Check and pass and hold/obtain a WWCC (employee).

Position: Junior Football Manager Full Time	Date: October 2023
Overview of Role	<p>The EFNL has developed a position of considerable strength and standing in the delivery of community sport.</p> <p>Each season the league conducts in excess of 4,500 matches involving over 500 football teams, 100 netball teams and over 15,000 registered players. Female participants now represent just under 30% of total participants. The strength and integrity of the competition continues to be underpinned by the quality of the EFNL's Clubs and the integrity in which the competitions are managed and played.</p> <p>The Junior Manager is responsible for the smooth operation of the leagues junior football competitions, providing football services, administrative support, and guidance to clubs.</p> <p>The role requires a willingness to establish and maintain strong lines of communication with clubs and other stakeholders. The successful applicant will display skills in conflict resolutions and the ability to handle issues and a timely manner.</p> <p>The position will require a team player who is a good communicator and can work closely with clubs and staff members across all areas of the League.</p> <p>Our Values:</p> <ul style="list-style-type: none">• Community• Fairness• Respect• Integrity• Excellence
Key Relationships	Reports to: <ul style="list-style-type: none">• General Manager – Football Operations Indirect Report



	<ul style="list-style-type: none"> • Game Development Officers <p>Other Key Relationships:</p> <ul style="list-style-type: none"> • EFNL Clubs • EFNL Staff • Council, sponsors, and volunteers. • AFL Victoria staff – Game Development Officers • Other leagues / Coates League • Hawthorn Football club
	<p>Key Responsibilities</p> <p>Competition Management</p> <ul style="list-style-type: none"> • Deliver a graded junior community football competition for all ages and standards of football. • Oversee the administration and management of all junior Competitions (Male and Female). • Maintain the leagues By Laws, rules and regulations and update as required. • Work cooperatively with the leagues Junior Advisory <p>Club Communication and Management</p> <ul style="list-style-type: none"> • Provide advice, training, and support to clubs to ensure that each remains competent and viable. Club development is an increasingly important aspect of the role. • Work collaboratively with the football development managers to identify key opportunities for sustainable growth and deliver participation targets via Auskick and school programs. <p>Interleague/Pathway</p> <ul style="list-style-type: none"> • Manage the league’s Junior representative program. <p>General</p> <ul style="list-style-type: none"> • Continue to review and research initiatives to improve the playing experience for all participants. • Develop strategies to drive female participation and multicultural engagement. • Support other EFNL staff in the implementation of their roles. • Maintain ongoing effective working relationships with AFL Victoria and maximize the services on offer to the league and its clubs. • Manage EFNL Junior events within revenue and expenditure budgets. • Manage and deliver accurate timely reporting to the General Manager- Football Operations.
<p>Major Accountabilities</p>	<p>Accountabilities:</p> <ul style="list-style-type: none"> • Club health - viability and sustainability • Participation growth targets are developed and achieved.

	<ul style="list-style-type: none"> • Rules of the competition and by-laws remain appropriate and are effectively maintained. • Junior Interleague squads are properly managed and competitive. • The female competitions grow, thrive and are sustainable into the future. • The leagues junior finals series are managed effectively, and budgets attained. • On field and off behaviour – key statistics • Competition competitiveness / regrading
<p>Key Selection Criteria</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications (Education, Business, Sports Management) • Established background in the operation of an effective sporting organisation or business • Highly developed verbal and written communication and interpersonal skills and experience in conflict resolution • Demonstrates innovation and willingness to challenge convention. • Capacity to influence people and manage an extensive network of volunteers. • A high degree of diligence • Demonstrated personal initiative and ability to work effectively in a team environment. • Developed IT skills particularly in Word, Excel and PowerPoint, • A preparedness to work extended hours including weekends during periods when matches are fixtured. • Passion for community football • Current Victorian Driver Licence • Valid Working with Children Check <p>Desirable:</p> <ul style="list-style-type: none"> • Understanding of the community football landscape, in particular junior pathways. • Previous experience working with PlayHQ. • Level 1 Coaching Accreditation or willingness to achieve this level as a minimum. • Understanding of the EFNL league and location

A flexible remuneration package will be negotiated with the right applicant.

Application Process:

To apply for his role please submit a cover letter which addresses your interest and suitability for the role along with a 2–3-page resume outlining your previous employment history, interests, qualifications, and experience volunteering in community sport. Applications close 5pm Wednesday 15th November 2023.

For any enquiries regarding this role please contact enquiries@efnl.org.au



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