



**Eastern Football League (EFNL)  
POSITION DESCRIPTION**

<b>Position:</b> <b>General Manager- Football Operations</b>	<b>Date: December 2023</b>
<b>Department: Football Operations</b>	

<b>Overview of Role</b>	<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 more than 5000 matches involving over 500 football teams, 100 netball teams and over 16,000 registered players. Female participants now represent almost 30% of total participants.</p> <p>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 General Manager- Football Operations is responsible for the smooth operation of the leagues football competitions and providing football services, administrative support, and guidance to clubs. The role requires a willingness to establish and maintain strong lines of communication with clubs and other stakeholders.</p>
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<b>Key Relationships</b>	<p>Reports to:</p> <ul style="list-style-type: none"><li>• Chief Executive Officer</li></ul> <p>Direct Reports:</p> <ul style="list-style-type: none"><li>• Junior Manager</li></ul> <p>Key Relationships:</p> <ul style="list-style-type: none"><li>• EFNL Club Officials</li><li>• EFNL Staff</li><li>• EFNL Coaches and Umpires</li><li>• EFNL Tribunal Members and Investigation Officers</li><li>• EFNL Trainer's Association</li><li>• Local Councils</li><li>• AFL Victoria and other League's football operations and development staff</li></ul>
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<b>Major Accountabilities</b>	<ul style="list-style-type: none"><li>• Provide advice, training, and support to clubs to ensure that each remains competent and viable.</li><li>• Deliver a graded community football competition for all ages and standards.</li><li>• Manage the finals series of matches effectively and within revenue and expenditure budgets.</li><li>• Manage the rules of the competition and the game.</li><li>• Manage the operation of a tribunal and investigation system that protects the integrity of the competition.</li><li>• Identify key opportunities for sustainable growth for the league and deliver participation targets.</li><li>• Support other EFNL Managers in the implementation of their roles.</li><li>• Establish and maintain relationships with Government entities in the provision of suitable facilities for all EFNL fixtures.</li><li>• Maintain ongoing effective working relationships with AFL Victoria and maximize the services on offer to the league and its clubs.</li><li>• Manage and deliver accurate timely reporting to the CEO.</li><li>• Support the EFNL Trainers Association.</li><li>• Ensure that player transfers and registration are dealt with appropriately.</li><li>• Manage the league's Player Points System and Player Payment Rules.</li><li>• Ensure Club viability through appropriate club development strategies.</li><li>• Tribunal and Investigation procedures remain effective and operational.</li><li>• The rules of the competition and by-laws remain appropriate and are effectively maintained.</li><li>• Interleague squads (if applicable) are properly managed and competitive – Juniors and Seniors.</li><li>• Oversee and manage the Junior Football Manager to ensure competition consistency is achieved across Juniors and Seniors and levels of service are maintained at a high level.</li></ul>
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<b>Key Selection Criteria</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"><li>• Established background in the operation of an effective sporting organization or business.</li><li>• Relevant tertiary qualifications (Education, Business, Sports Management)</li><li>• Demonstrates innovation and willingness to challenge convention.</li><li>• Capacity to influence people and organizations.</li><li>• Ability to manage the performance of staff and volunteers.</li><li>• Highly developed verbal and written communication, interpersonal and negotiation skills.</li><li>• A high degree of attention to detail.</li><li>• Demonstrated personal initiative and ability to work effectively in a team environment.</li><li>• Developed IT skills particularly in Word, Excel, and PowerPoint.</li><li>• Current Victorian Driver License.</li><li>• Valid Working with Children Check.</li><li>• A preparedness to work extended hours including weekends during periods when matches are fixtured.</li></ul>
	<p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Demonstrated knowledge of AFL Victoria’s Player Points system and Payer Payment Rules.</li><li>• Knowledge of Club management &amp; development programs.</li><li>• Knowledge of the football structure in the Region.</li><li>• Knowledge of PlayHQ.</li></ul> <p><b>Child Safety Mission Statement:</b></p> <p>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.</p> <p>This position requires the successful applicant to pass a Police Check and pass and hold/obtain a WWCC (employee).</p>



A flexible remuneration package will be negotiated with the successful 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.

For further information regarding this role and to apply please contact [enquiries@efnl.org.au](mailto:enquiries@efnl.org.au)

Note: Only successful candidates will be contacted.

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