



Duties of Employee:

Eastern Football Netball League (Netball) 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).

Job Title	Venue Manager
Revision Date	October 2024
Overview of Role	<p>This casual position requires the successful applicant to work on Friday nights from March – end of August at various indoor stadium venues across the Eastern Region.</p> <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 3000 football matches involving 460 teams and over 12500 registered players.</p> <p>In 2014 the league launched a Netball competition in response to demand from clubs. Since conception the league has grown from 12 teams in year one to an expected 115 teams in 2024.</p> <p>Venue Manager’s play an integral role in ensuring the competition is run smoothly and efficiently as well as providing a friendly and informative point of contact from the league to all players, officials and umpires.</p>



<p style="text-align: center;">Key Relationships</p>	<p>Reports to:</p> <ul style="list-style-type: none"> • Netball Coordinator <p>Key Relationships:</p> <ul style="list-style-type: none"> • Netball EFNL Umpire Manager • Netball EFNL Club Officials • Netball EFNL Players/Participants • Netball EFNL Coaches/Team Managers • Netball EFNL Umpire Mentors and Umpires • Venue Staff (Duty Officers)
<p style="text-align: center;">Location</p>	<p>Netball EFNL venues are based within the Eastern region, extending from Ferntree Gully through to Chirnside Park and surrounds.</p> <p>Venue Managers may prefer to work at one location, however may be required to work at different venues throughout the season.</p>
<p style="text-align: center;">Major Responsibilities</p>	<ul style="list-style-type: none"> • Set up the venue ready for competition. • Oversee timing and conduct of all matches throughout the night. • Monitor scoring and scoresheets for each game • Enter scores online in 'Game Day.' • Enter match results into online database 'Game Day'. • Provide excellent customer service to all players and club officials. • Provide first aid assistance where necessary. • Ensure all games are run within the rules and regulations of Netball EFNL. • Manage and resolve conflict and disputes. • Provide feedback to the Netball Coordinator and Umpire Manager.



Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none">• Ability to provide excellent customer service and represent Netball EFNL to the highest standard.• High level communication and problem-solving skills.• Ability to resolve and manage conflict.• Ability to work independently without direct supervision.• Preparedness to work Friday nights (6:15pm – 11pm) from April to August• Current Working with Children Check (Employee)• Current Level 2 First Aid and CPR• Current Driver's License <p>Desirable</p> <ul style="list-style-type: none">• Knowledge of Netball and its rules.• Understanding of the Eastern Football Netball League and the Netball competition
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Application Process:

To apply for the role, please submit a cover letter and resume to Alice Cook, Netball and Administration Coordinator; acook@efnl.org.au.

For any enquiries, please contact Alice Cook via email; acook@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 organisation.