



Operations Co-ordinator – Football and Umpiring Outer East Football Netball

POSITION DESCRIPTION

POSITION TITLE	Operations Co-ordinator- Football and Umpiring
REPORTS TO	General Manager- Operations Director of Umpiring
DEPARTMENT	Operations

Our Vision
<p>Our stakeholders and our people sit at the heart of what we do and the decisions we make. We strive to be industry leaders, respected for our innovative, collaborative approach to delivering outstanding outcomes for our community.</p>

Our Mission
<p>Connecting, growing, and developing our communities through the games of Australian Rules Football and Netball.</p>

Our Values	People and Culture Objective
<ul style="list-style-type: none"> • Approachable • Supportive • Connected • Accountable • Trusted 	<p>Attract, develop, and retain quality people and develop a high-performance culture in line with Outer East’s key objectives:</p> <p><i>Community, Pathways, Participation, Facilities and Organisation / People</i></p>

Overview of Role
<p>Reporting to the General Manager- Operations and Head of Umpiring this role has four key focus areas:</p> <ol style="list-style-type: none"> 1. To drive the delivery of football operations and administration of all Outer East Football Competitions 2. To assist with the administration and delivery of Umpiring in the Outer East 3. To provide administrative support to Outer East clubs, staff and board 4. Supporting the Outer East Operations team across all sports and competitions. <p>Full time or Part time available. 6 Month contract, with Permanent Full time available at the end of the contract period for the right candidate.</p>



OUTER EAST OPERATIONS COORDINATOR- FOOTBALL AND UMPIRING

Responsible To:	CEO
Reporting To:	General Manager- Operations Head of Umpiring
Direct Reports:	Clubs and placement students.
Other Key Relationships:	Outer East Board & Staff, Clubs, and key stakeholders.

KEY ROLES & RESPONSIBILITIES:

The position includes, but is not limited to, the following duties.

Core Duties	
1.	Coordinate all competition arrangements, including finals.
2.	Administer the PlayHQ competition system management on behalf of the competitions.
3.	Support clubs with the management and implementation of Outer East requirements.
5.	Administer all Regulations, By-Laws, and Policies.
6.	Administer all regulatory, disciplinary, tribunal and appeals.
7.	Assist in the development of competition fixtures.
8.	Resolving club enquiries, including match day disputes.
9.	Jointly oversee all registrations and clearances for Outer East competitions.
10.	Ensure all match results are submitted as per the By-Laws.
11.	Distribute communications to clubs, Outer East Board, stakeholders, and partners as required.
12.	Complete the competition weekly match day tasks (paperwork, post-match processes)
13.	Co-ordinate and assist with representative football where appropriate.
14.	Complete statistical analysis for Outer East competitions, at prescribed times.
17.	Update and maintain the Outer East honor boards / history records.

UMPIRING PROGRAMS	
1.	Oversee the management of Officials HQ,
2.	Manage Umpire communications across all communication channels.
3.	Be the point of contact and organise any late appointment changes including weekends.
4.	Management of voting and umpire reporting.
5.	Support Head of Umpiring with Umpire appointments and Umpire Development programs.



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FUNCTIONS	
1.	Work with the Outer East staff to organise all Presentation nights for and junior and senior competitions.
2.	Provide General Manager - Operations with information to order all trophies and medals for premiers, best & fairest, & interleague representatives for Junior and senior Competitions.

FINALS	
1.	Attend and assist management of finals.

OTHER	
1.	Other duties as identified and directed.
2.	Contribute to a positive culture at Outer East by living the values.

ESSENTIAL KEY SELECTION CRITERIA	
1.	Excellent IT Skills, with experience with Microsoft Office.
2.	Excellent verbal, written communication skills
3.	Experience and skills in planning and organising to deliver outcomes
4.	Demonstrated ability to work flexible hours, with excellent time management and prioritising skills.
5.	Demonstrated ability to work both independently and as part of a team
6.	Ability & willingness to work weekends , often for several weeks straight during peak periods (e.g., finals).
7.	Demonstrated high level of organisational skills.
8.	A genuine interest in football, with a desire to lead growth and further development of the sport in the region.
10.	Current Driver's license and Working with Children Check.

DESIRABLE QUALIFICATIONS	
1.	Degree in Sports Management / Development or Equivalent qualification.
2.	Experience in community football, in particular umpiring.

CONDITIONS OF EMPLOYMENT	
Remuneration	
A salary package will be negotiated with the successful applicant depending upon experience and skills.	
Hours of Employment	
The successful candidate will need to be flexible in regard to hours of employment. With particular reference to the football season, weekend work and attendance at evening meetings will be required.	