



Outer East Football Netball Competitions Limited

Position Description

Position Title	Chief Executive Officer (CEO)
Location	Kilsyth Centre of Excellence, 95 Colchester Rd, Kilsyth Vic 3137
Reports to	OEFN Chair & Board of Directors
Classification	Full Time
Date Prepared	October 2022



<p>Outer East Football Netball Competitions Limited Vision, Mission, and Values</p>	<p>Vision:</p> <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. Accessible, inclusive, and affordable, our games can be enjoyed and participated by all.</p> <p>Mission:</p> <p>Connecting, developing, and growing our communities, through the games of Australian Rules Football and Netball.</p> <p>Values:</p> <p>Approachable, Connected, Supportive, Accountable, Trusted</p> <p>Child Safety Mission Statement:</p> <p>Outer East Football Netball Competitions are 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 OEFN 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>
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<p>Role Overview</p>	<p>Outer East Football Netball Competitions Limited (OEFN) provides Australian Rules Football and Australian Netball competitions across the Outer Eastern Region of Melbourne, with specific focus on LGA's of Yarra Ranges, Casey, Cardinia, Murrindindi and Mitchell. OEFN provides a child safe, inclusive environment in which all affiliated member clubs and individuals can aspire to reach their full potential in a healthy and safe playing environment.</p> <p>The OEFN consists of 332 teams across both its male and female football, and netball competitions. The OEFN has over 180 umpires and exceeds more than 8,500 registered participants.</p> <p>The Chief Executive Officer (CEO) is responsible for building the OEFN business, continued growth, financial stability ensuring this entity future development and success through a range of business & commercial arrangements, developing our sport and participatory objectives.</p> <p>The role requires a contemporary and professional, innovative senior manager with strong leadership skills, energy, vision, and has high integrity standing. The CEO has the skills to navigate through complex issues, prioritise, manage, and deliver outcomes to achieve the strategic objectives of the OEFN. Primarily, the CEO is a key stakeholder driven senior manager with the ability to lead and develop OEFN professional staff, officials, member affiliated clubs and all stakeholders across the Outer East Greater Community.</p>
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Task Profile	<p><i>Responsibilities shall include, but are not limited to the following:</i></p> <p>General:</p> <ul style="list-style-type: none"> - Drive, monitor and implement the league’s strategic and business plans, and growth strategy - Develop and manage the OEFN annual budget including the achievement of the commercial outcomes, through partnerships with sponsors, income streams and expenditure. - Establish HR policies, performance goals and allocate resources to all employees. - Identify and pursue strategic growth opportunities. - Manage Board meetings including the preparation of financial reports, agendas and minutes and implementing decisions via an action list. - Apply, monitor, and regularly update OEFN policies, rules, and by-laws. <p>Commercial:</p> <ul style="list-style-type: none"> - Proactively manage and grow all aspects of the league’s business to achieve continued revenue growth, partnerships, and effective brand development. - Explore new opportunities to increase capacity. - Develop and manage all league partnerships to achieve mutually beneficial outcomes. <p>Stakeholder Relations:</p> <ul style="list-style-type: none"> - Develop and maintain strong and productive relationships with all affiliated member clubs and other surrounding leagues, local and state & federal government representatives, league partners and media outlets. - Consult with other community-based organisations and build relationships and partnerships when and where appropriate. <p>Human Resource Management:</p> <ul style="list-style-type: none"> - Develop a high performance and positive culture for league employees which also creates a harmonious and effective workplace. - Manage the recruitment, retention, performance, and evaluation of all employees. - Ensure all employees contribute to the league’s strategic plan and future direction. - Ensure work plans are linked to the overall strategy of OEFN and ensure resources are targeted to achieve agreed board outcomes.
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Experience and Qualifications	Required	
	<ul style="list-style-type: none"> - Tertiary qualification in business, sports management, financial, legal, or relevant field. - Demonstrated strong leadership skills. - Experience in community football and or netball or sound understanding. - Proven experience in strategic planning and management of governance practices and accountability. - Advanced verbal and written communication, presentation, and negotiation skills. - Developed IT skills in word, excel. power point. - Strong commercial and financial acumen. - Experience in maintaining and driving commercial partnerships, sponsorships, marketing, or sales management. - Ability to show initiative, plan, set priorities and manage change at an elevated level. - Proven stakeholder and people management - A preparedness to work extended hours including after-hours meetings and weekends during the football season. - Sound understanding of constitutions 	
	Desired	
	<ul style="list-style-type: none"> - Experience in stakeholder relationship building involving local sporting clubs, community leagues, business, government, or community groups. - Understanding of the unique challenges in community sporting organisations and understand the highs and lows of peaks season periods, i.e., March to September each season. 	

Personal Attributes	Passion for community football and netball both junior and senior levels and community engagement	Innovative, supportive, strong direction and creative
	Initiative-taking, good listener and open to change or variations	Stakeholder & engagement driven and
	Highly organised with sound time management	Strategically & development minded
	Results and outcome driven	People leader and driver
	A leader in Gender Equity and inclusion	Committed to Child Safety

Key Relationships	Reports to
	OEFN Chair & Board
	Internal Communications
	<ul style="list-style-type: none">• OEFN Staff
	External Communications (Stakeholders)
<ul style="list-style-type: none">• OEFN Sponsors and Partners• OEFN Clubs• Government Agencies (Local, State and Federal)• Media• OEFN Community and Stakeholders	