



# AFL MASTERS VICTORIAN METROPOLITAN SUPERULES FOOTBALL LEAGUE INC.

## POSITION DESCRIPTION

Position Title	General Manager
Reports To	AFL Masters Victorian Metropolitan Superules Football League (Inc) Board ( <b>Board</b> )
Location:	Melbourne, Victoria
Term:	0.6 per week

**Position:** General Manager

**Purpose**

The core purpose of this role is to lead the strategy, planning and management of the AFL Masters Victorian Metropolitan Superules League (**AFLVM**) in line with the League's Strategic Plan, policies and procedures.

The successful candidate will have outstanding relationship management and interpersonal skills and proven experience in effectively managing diverse stakeholder groups and delivering successful strategic outcomes.

The role will oversee all matters relating to AFLVM and will be pivotal to the success and growth of its competitions.

AFLVM is seeking a values-based leader and manager, dedicated to delivering strategic goals.

The successful candidate will also demonstrate commitment to AFLVM's Values: Engagement; Integrity; Growth; and Sustainability.

**Key Relationships/Personal Attributes**

**Reports to:**

The Board

**Other Key Relationships:**

Internal:

- The Board
- Administration Staff
- Board Sub-committees
- Umpire Co-ordinator

External:

- Club Presidents
- Club Delegates
- AFL Masters National General Manager
- AFL Masters National Board
- AFL Masters Presidents
- Australian Football League
- AFL Victoria
- Key sponsors

**Personal Attributes:**

- Professionalism
- Honesty
- Enthusiasm
- Transparency
- Participation
- Initiative
- Interpersonal skills

<b>About AFL Masters</b>	<p>AFL Masters is football that allows mature players (over 35) the opportunity to participate in our great game of Australian Rules Football and to compete with similarly aged players in a safe, well organised and enjoyable atmosphere. Clubs exist throughout the Victorian metropolitan area playing every second Sunday. The fortnightly draw allows for plenty of recovery time whilst allowing players and families plenty of time to themselves.</p> <p>The opportunity to participate at a club level, to be competitive, maintain fitness and to above all enjoy your footy with your friends and family is the main motivation of the players in not only our competition but other states as well.</p> <p>AFL Masters welcomes all players, men and women, no matter what level of experience you may have. Each Vic Metro club has a mixture of veterans and newcomers alike. All you need is basic fitness, a little commitment and a ton of enthusiasm. Although we all love to win, at this stage of our football journey, the social interaction and camaraderie between all teams, players, supporters and families is more important and, as such, is an important feature of our organisation. ‘Footy for Fun’ is what we call it.</p> <p>AFLVM provides players the opportunity to represent their club in various age groups 35 years and over. AFL Masters has a standardised set of modified rules designed to reduce the risks of injury and has the benefit of being acknowledged and supported by the AFL and the Australian Sports Commission through the National Masters Board. This affiliation also allows AFLVM participants to compete for Vic Metro and wear the Big ‘V’ at the annual National AFL Masters Carnival.</p>
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<b>Qualifications/Skills/Experience</b>	<p><b>Selection Criteria:</b></p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ Sports Management (Desirable or other relevant degree)</li> <li>➤ Working with Children Check</li> <li>➤ National Police Check</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>➤ Ethical leadership and relationship building</li> <li>➤ Stakeholder engagement, development and management</li> <li>➤ Management and administration, including computer literacy</li> <li>➤ Strategic planning, execution and reporting</li> <li>➤ Financial management and reporting</li> <li>➤ Good governance and reporting</li> <li>➤ Grading, fixturing and scheduling competitions</li> <li>➤ Issues management and dispute resolution</li> <li>➤ Project management</li> <li>➤ Facilities management</li> <li>➤ Marketing and communications</li> <li>➤ Sponsorship attainment and servicing</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>➤ Knowledge of the history and competitions of the League</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>➤ Stakeholder engagement, development and management roles</li> <li>➤ Sporting industry leadership (desirable in AFL)</li> <li>➤ Commercial growth, including sponsorship, sales, grants, events</li> <li>➤ Marketing and communications</li> </ul>
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## Key Duties / Responsibilities

### Stakeholder Management

- Development and implementation of strategies, structures and systems to effectively engage, empower and hold accountable key stakeholders
- Developing professional working relationships with key stakeholders, particularly Club Delegates
- Implementing development initiatives for clubs, players, coaches and officials
- Attending and reporting on AFL Victoria meetings and other relevant stakeholder events as required

### Leadership and Strategic Planning

- Leading, motivating and developing staff members and key stakeholders
- Development and implementation of AFLVM's Strategic Plan and operational plans

### Administration and Organisation

- Oversee the delivery of events such as Finals, Masters National Carnival, special games, League Presentation.
- Assist the Board with AGM preparations and delivery
- Manage of commercial partnerships and deliverables
- Preparing communications, meeting agenda and supporting materials as required for the Board and other internal and external meetings
- Ensuring the AFLVM's Constitution, By-Laws and other formal Policies instruments are maintained in accordance with any changes made by the Board, the AFL or other statutory regulations.
- Oversee AFLVM platforms (PlayHQ & OfficialsHQ) and other event management tools adopted by AFLVM
- Oversee the delivery of AFLVM website updates and improvements, including rules and requirements of competition

### Financial Management and Reporting

- Preparation and management of the League's annual budget and monthly finance reporting to the Board
- Preparing comprehensive reports for inclusion in Board papers and present at Board meetings as required.
- Reporting to industry stakeholders in line with Strategic and Operational Plans and duties of role

### Integrity, Regulation and Compliance

- Reviewing, developing, monitoring and complying with League rules, regulations, policies and procedures
- Identification and management of legal risks in contracts and operations
- Oversight and improvement of integrity standards that are fully compliant with the League's policies and rules.
- Oversee the delivery of education and training for stakeholders based on rules, regulations and policies of the League

### Marketing, Communications and Growth

- Oversee the development and implementation of Marketing and Communications
- Develop a Commercialisation plan to promote and grow the League and its competitions
- Secure and service commercial partners to develop long-term mutually beneficial partnerships