General Manager, Operations

Position Overview

The objective of the General Manager is to deliver the operational effectiveness of the AFL South East senior and junior leagues, including the Mornington Peninsula Football Netball League (MPFNL), Frankston & District Junior Football League (F&DJFL) and South East Juniors (SEJ). The position also leads the operations of AFL South East Umpires.

Experience and Qualifications

Required:

- Previous senior management experience in a sporting environment
- Extensive football operations experience
- Experience in managing people and teams
- Experience in financial management
- Strong understanding of the National Community Football Policy Handbook
- Strong understanding of AFL Victoria Tribunal, Vilification and Investigation Procedures
- Excellent written and verbal communication skills

Desirable:

- Commercial experience

Key Relationships

Reports to:

- AFL Region Manager, South East

Direct reports:

- Junior Football & Development Manager
- Senior Football Coordinator
- Region Umpire Coordinator
- Finance Officer

Internal Communications

- AFL South East Staff
- AFL South East Umpiring Department Coaches
- AFL South East Member Clubs
- Southern Umpires Association

Key Responsibilities

Administration

- Oversee the conduct of all football and netball competitions for the AFL South East, with the support of the respective operational managers
- Assist the AFL Region Manager as required
- Responsible for working with Operations Managers to maximise the performance, management and operation of AFL South East affiliated Leagues
- Ensure all club and stakeholder correspondence is distributed in a timely manner

Strategy

- Make recommendations to the Region Manager regarding identified areas of priority for education and training programs
- Assist the Region Manager in the preparation of Reviews and Strategic Plans
- Maintain an updated work plan to present to the Region Manager a regular basis

Finals

- Oversee preparation for senior and junior football finals series within AFL South East
- Manage the operational staff and oversee decisions on venue selection and discussions with councils, host clubs and related bodies
- Ensure all event management procedures are in place for finals, such as gatekeepers, ground managers, security, ground access, etc

Finance/Commercial

- Manage the establishment and maintenance of high quality record and file storage systems for each league/association in AFL South East
- Develop draft annual budgets for each of the Leagues in AFL South East for discussion with the Finance Manager. Final approval is with the Region Manager
- Monitor the actual financial numbers for each of the Leagues in AFL South East to ensure they are remaining consistent with budget. Actuals, including variances, to be communicated to Clubs on a quarterly basis
- Negotiate and oversee contracts, pursue new business opportunities and leading the commercial strategy.

Events

- Oversee the planning and coordination of annual functions along with any other events throughout the year