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EXECUTIVE COMMITTEE

POSITION DESCRIPTION

Position Title

Football Operations

About AWFA

The Albury-Wodonga Football Association Inc. (AWFA) is an affiliate of Football New South Wales (FNSW). It is also subject to the authority of Football Australia. AWFA is responsible for the management and development of football throughout the Murray region. AWFA has over 2500 participants from our 12 member clubs.

AWFA is responsible for providing an environment that encourages, develops and promotes participation in Football within our community. AWFA promotes, recognize and provide a safe and inclusive culture across our member clubs. AWFA provides, for amateur players, a competition run for participants without limitation as to age, race, religion or location throughout Albury, Wodonga, North-East Victoria and the Murray region.

Purpose of the Role

The role of Football Operations is to manage and oversee the operational delivery of all aspects of AWFA cup semi and final event plans and any other events for the AWFA, creating event plans that maximise all available assets and inventory to ensure that:

- AWFA KPI's are met.
- Financial controls are in place and budget targets are delivered.
- Efficiencies are realised.
- Communication and cross functional planning across the business is effectively managed.
- Continuous learning is embedded into our culture of event management through an effective debrief process.

Working Relationships

- Executive Committee
- Member Clubs
- MiniRoos Coordinators
- Albury and Wodonga City councils

Responsibilities

- Work in collaboration with member clubs MiniRoos Coordinators and facilitate the marking of lines for MiniRoos program throughout the season and transport of equipment to various venues.
- Ensure all AWFA equipment belonging to miniroos, representative and AWFA are maintain in good condition and safe to use.
- Managing all aspects of event operations and logistics for AWFA. Working cross functionally to ensure that event plans are in place to maximise all available assets and inventory and to deliver on agreed performance targets.
- Liaising with key internal stakeholders to ensure that all requirements are met for each event type.
- Management of Cup Semi and Final planning and delivery.
- Facilitate FA cup final.
- Ensure that the storage of equipment is clean and maintained.

Experience Highly Regarded

- Experienced with MiniRoos Program
- Experience creating promotional material.
- Experience with event management.
- Experience with stakeholder management

Knowledge and Skills Highly Regarded

- Flexible and adaptable.
- Calm and measured when working under pressure.
- Attention to detail.
- Team working – effective at leading teams and working cross functionally.
- Strong work ethic and can-do attitude - Proactive and solution orientated.
- Effective and confident communicator.
- Excellent communication and interpersonal skills, both written and verbal, as they will be expected to interact with a number of key internal and external people.
- Candidates should be methodical and have excellent organisational skills as they will be expected to manage and organise a number of tasks simultaneously.
- Computer literate in the various Microsoft applications.
- Report writing skills for General Committee reports.
- Preparedness to work weekends and non-traditional hours as required.

For further information about this role, please contact admin@awfa.asn.au with any queries you may have.