

Position Description

SECTION 1

POSITION TITLE: WAFC Participation Manager

TYPE of EMPLOYMENT: 3 Year Fixed Term

KEY FOCUS OF THE ORGANISATION (WAFC Vision):

Connecting and enhancing WA communities through our great game.

KEY FOCUS OF THIS POSITION (Why this job exists):

To manage and oversee the delivery of football participation and engagement in Western Australia. The Participation Manager will enhance the environment & sustainability of football clubs, manage and innovate participation formats which will grow participation and build strong relationship with club stakeholders. Enhancing community club participation will be a key focus of this position.

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	DEPARTMENT / BUSINESS UNIT:	DIRECT REPORTS:
Executive Manager Engagement & Community Football	Engagement & Community Football	<ul style="list-style-type: none"> • Auskick Coordinator • Competitions Coordinator • Club Development & Affiliates Coordinator

AUTHORITY LEVELS (Decisions and Recommendations expected):

Management of approved budgets, as per Financial Delegations Policy.

SECTION 2

KEY RESULT AREAS (KRA) / KEY PERFORMANCE INDICATORS (KPI'S)

KRA'S - WHAT is PERFORMED	KPI'S - HOW it WILL BE ACHIEVED – to WHAT STANDARD, TIME-FRAME, or for WHO
Stakeholder Management and Business Delivery	<ul style="list-style-type: none"> • Maintain positive working relationships with: <ul style="list-style-type: none"> • Affiliate Leagues & Competitions • Community Clubs • AFL Staff • State Government • Local Government • Development and management of Budget as approved by Manager. • Lead the development and delivery of annual business planning requirements.
Clubs & Volunteers	<ul style="list-style-type: none"> • WAFC Club Development Program <ul style="list-style-type: none"> • Program development and state-wide implementation oversight. • WASF MOU management. • Manage and oversee WAFC Member Protection Policy. • Enhance communication strategies to clubs. • Advocate for volunteers in all forums within the WAFC and external stakeholder groups. • Overall program oversight of Volunteer of the Year Program. • Establish Volunteer retention, recruitment, training program (Volunteer Engagement Strategy). • Engage with Club Stakeholders to guide the direction of club development and football structures.
Affiliate Leagues	<ul style="list-style-type: none"> • Manage the WAFC relationship with AFL Masters WA, WA Women's League & Metro Football League. • Monitor and review the 5 affiliated leagues agreements. • Management & oversight of the Community Football Tribunal.

<p>Participation</p>	<ul style="list-style-type: none"> • Oversight of Junior Football across WA and development of By-Laws that are in line with the AFL Match Policy. • Oversight of Auskick, Junior and Youth integrated participation model & program including development and delivery. • Oversight of periphery participation programs AFL 9s, Pre-Auskick and All Abilities. • Manage the implementation of the Youth Football Working Group Strategy. • Competition Directors Meeting Forum including chairing meetings, By-Law leadership and review processes, and ensuring a National and State Context is maintained, including a comprehensive understanding of the National playing policy. • Junior Football issue management. • Play a key role in the economy of Junior Football including User Pay Model development and promotion of strategy to community stakeholders. • Establish strategies to innovate and improve junior football. • Management of the Play AFL Registration Campaign. • Oversee and Manage the Auskick program in WA. • Oversee the integration of community female football into existing football structures. • Manage the AFL & DSR Census data collation requirements. • Oversee the delivery of AFL program requirements.
<p>Footyweb</p>	<ul style="list-style-type: none"> • Sports TG strategic leadership and program support in conjunction with the Competitions Coordinator.

SECTION 3

COMPETENCIES REQUIRED FOR THIS POSITION:

<p>1. Technical Knowledge General knowledge of the football industry and the various stakeholders.</p>	<p>6. Initiative Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities.</p>
<p>2. Computer literate Advanced knowledge of Access, Word, Excel, Explorer, Outlook and PowerPoint.</p>	<p>7. Planning and Organising Ability to organise and prioritise a course of action for self and to accomplish goals.</p>
<p>3. Effective Communication Ability to clearly convey information and ideas through a variety of media, including presentations at meetings, in a manner that engages the audience and ensures comprehension of the message.</p>	<p>8. Analytical Power Ability to identify priorities, issues and potential problems by integrating information from different sources and drawing logical inferences and valid interpretations from the data.</p>
<p>4. Client/Stakeholder Focus Ensuring stakeholders and clients are always properly serviced.</p>	<p>9. Judgement Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.</p>
<p>5. Teamwork Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals.</p>	<p>10. Problem Solving Ability to recognise a problem, identify possible causes, generate alternative solutions and select the most appropriate course of action giving full consideration to all factors.</p>

EXPERIENCE REQUIRED TO UNDERTAKE THE POSITION: (Essential or Desirable)

Essential

- Relevant tertiary qualification or equivalent industry experience.
- A sound understanding of the sports industry, or similar industry, in Western Australia.
- Proven ability to build strong relationships with key stakeholders.
- Demonstrated experience working with Clubs and Local Government.
- Ability to lead and interact confidently with groups of participants and stakeholders.
- Demonstrated ability to operate under pressure situations whilst achieving outcomes.
- Proven customer relationship/communication skills.
- Ability to manage multiple projects, portfolios, budgets and financial process/reporting.
- Able to work nights and weekends after normal business hours as required as part of the role.
- Working with Children Card and Police Clearance

Desirable

- Strong Computer literacy, along with Social Media comprehension.
- Level 1 Coaching Accreditation.
- Current WA Drivers Licence.