

## 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"> <li>• Auskick Coordinator</li> <li>• Competitions Coordinator</li> <li>• Club Development &amp; Affiliates Coordinator</li> </ul>

#### 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)**

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

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

**SECTION 3**

**COMPETENCIES REQUIRED FOR THIS POSITION:**

<p><b>1. Technical Knowledge</b> General knowledge of the football industry and the various stakeholders.</p>	<p><b>6. Initiative</b> Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities.</p>
<p><b>2. Computer literate</b> Advanced knowledge of Access, Word, Excel, Explorer, Outlook and PowerPoint.</p>	<p><b>7. Planning and Organising</b> Ability to organise and prioritise a course of action for self and to accomplish goals.</p>
<p><b>3. Effective Communication</b> 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><b>8. Analytical Power</b> 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><b>4. Client/Stakeholder Focus</b> Ensuring stakeholders and clients are always properly serviced.</p>	<p><b>9. Judgement</b> Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.</p>
<p><b>5. Teamwork</b> 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><b>10. Problem Solving</b> 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.