

Position Description

SECTION 1

POSITION TITLE: Auskick Operations Coordinator

TYPE of EMPLOYMENT: 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 oversee the operations of the Auskick portfolio, liaise with the AFL and WA based Auskick centres and to provide operational support to the WAFC Participation Manager.

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	DEPARTMENT / BUSINESS UNIT:	DIRECT REPORTS:
WAFC Participation Manager	Community Football	Nil

AUTHORITY LEVELS (Decisions and Recommendations expected):

Authorised to issue purchase orders in accordance within approved budgets in consultation with the WAFC Participation Manager.

SECTION 2

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

Program/Project Areas	Duties
Auskick	<ul style="list-style-type: none"> • Auskick Program Management & Administration (including pack orders and deliveries, liaising with the AFL, Program Development, management of Casual staff). • Innovate and develop new initiatives to grow participation in the Auskick program. • AFL & WAFL Half Time Management: including confirming staffing, rosters, fixturing of district involvement, liaising with facilities, accreditations, ticketing, parking requirements. • Act as the key Auskick contact with AFL which includes attending Teleconferences and Meetings. • Stock Management (oversight of cages, stock in/stock out and regional deliveries). • Oversee key events and promotional activations including equipment. • Maintain a strong working relationship with WA Auskick centres, the AFL and key program sponsor NAB. • Support the training of WAFC delivery staff in the Auskick program. • Support centres and volunteers to improve their delivery of the Auskick program.
Schools	<ul style="list-style-type: none"> • Manage the implementation and reporting of the WA Sporting Schools AFL program. This includes school and coach registration, content and resource orders. • Assist with the delivery of the AFLSA awards
AFL 9s	<ul style="list-style-type: none"> • Assist district staff with the set up of centres on SportsTG including fixturing and registrations. • Update AFL 9s Facebook page with competition information.

SECTION 3

COMPETENCIES REQUIRED FOR THIS POSITION:

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

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

- Ability to lead and interact confidently with groups of participants and stakeholders. (E)
- Demonstrative ability to innovate. (E)
- Strong Computer literacy, along with Social Media comprehension. (E)
- Able to work after normal business hours and on weekends. (E)
- Current WA Drivers Licence. (E)
- WWC Card (E)
- Excellent written and verbal communications. (E)
- Demonstrated ability to operate under pressure situations whilst achieving outcomes. (E)
- A self-motivator, who achieves results autonomously or via teamwork. (E)
- Good customer relationship/communication skills. (E)
- A sound understanding of WA Football structure and system. (D)
- Relevant tertiary qualification or equivalent industry experience. (D)
- Understanding of participation pathways in community sport. (D)
- Experience in training and development programs and course design. (D)