



Position Description

General Manager SUANFC

POSITION DETAILS	
POSITION TITLE:	General Manager SUANFC
REPORTS TO:	SUANFC President and Treasurer SUSF High Performance Manager SUSF Executive Director
DEPARTMENT:	High Performance Department
ORGANISATIONAL LEVEL:	SUSF Club Administration
LOCATION:	The Arena Sports Centre and off-site dependent on competition schedule
EMPLOYMENT STATUS:	Full-time Maximum Term

HUMAN RESOURCES STATUS	
Does this position fall under the definition of Child Related Employment?	YES
Does this position require the employee to undergo criminal reference check?	YES
Does this position require the employee to demonstrate good driving record or possess a good driving record or possess a specific drivers licence?	YES
Will the employee be required to make disclosure of pecuniary interest?	YES
Could there be a conflict of interest with a secondary employment?	YES

STAKEHOLDERS	
Primary Internal Stakeholders/Contacts	SUANFC Club Members, Officials, Staff and Volunteers SUANFC Board Relevant SUSF and SUSF Club Staff
Direct Reports	SUANFC Operations Coordinator
Primary External Stakeholders/Contacts	Relevant contacts at AFL (NSW/ACT), NEAFL and National AFL SUANFC Partners Sydney AFL Senior & Junior Clubs Sydney Swans and GWS Giants



The Organisation:

Sydney Uni Sport and Fitness (SUSF) is a dynamic organisation providing sporting, recreation and fitness services to the University and general community. This involves the management of over 40 sporting clubs, a number of fitness, health and other sport-related facilities, and the coordination of University and community based sport and recreation programs.

General Description:

The Sydney University Australian National Football Club (SUANFC) is a leading sports organisation in NSW, participating in the elite North Eastern Australian Football League (NEAFL). The program is supported by Sydney Uni Sport and Fitness (SUSF) High Performance and Elite Athlete Programs and a stable and progressive Club Executive. The General Manager will largely be responsible to drive sustained on and off field success as a state league NEAFL and local Sydney AFL Club. The role will cover key areas of the organization – Football Operations, Strategy, Administration (oversight) and Commercial (oversight) acting as the key point of contact to the Club's key stakeholders. The role will involve engagement with an active volunteer group and oversee SUANFC Operations Coordinator.

Duties:

A. Football Operations

1. Club Football Operations

- i. Key Point of Contact to Club, SUSF and AFL stakeholders
- ii. Ensure SUANFC Operations Coordinator compiles with competition procedures – all grades
- iii. Ensure SUANFC Operations Coordinator completes SUANFC annual fixtures– all grades
- iv. Ensure SUANFC Operations Coordinator completes facility access – training and match day – all grades
- v. Liaise with SUANFC Operations Coordinator to complete match day operations – NEAFL, Premier & U/19
- vi. Ensure SUANFC Operations Coordinator oversees all football equipment and storage facilities
- vii. In conjunction with the SUANFC Operations Coordinator and Vice Presidents, oversee the recruitment, allocation and management of all club volunteers

2. Senior List Management & Player Welfare

- i. Co-manage recruitment process of players to Senior, Premier and U/19 football
- ii. Co-manage SUSF scholarship recruitment process
- iii. Co-manage Senior AFL Club / SUANFC player pathway
- iv. Co-manage and coordinate recruitment of Senior, Premier & U/19 coaches
- v. Assist recruitment of Senior, Premier & U/19 Team Managers

3. Medical

- i. Manage Club contracted Medical & Physiotherapy Service Provider
- ii. Manage Club-wide medical and physiotherapy annual service delivery plan



4. Strength & Conditioning Program

- i. Oversee S&C Program to Senior, Premier & U/19 players
- ii. Co-manage player compliance to and provide timely reporting on S&C Program

B. ADMINISTRATION

1. Club Communications

Support: SUANFC Operations Coordinator, SUSF Marketing and Media staff

- i. Ensure SUANFC Operations Coordinator completes the following:
- ii. Update content to SUANFC Website and Social Networking sites
- iii. Deliver annual SUANFC Handbook (pre-season) and Yearbook (post season)
- iv. Provide and coordinate content weekly for Footy Record & Club newsletters
- v. Coordinate Club media releases

2. Club Administration

- i. Ensure coordination of Club Executive meetings and complete all relevant documentation
- ii. Maintain a SUANFC Contract Register
- iii. Complete all reports required by the AFL as part of participation in the NEAFL
- iv. In conjunction with SUSF HR, ensure all club staff and volunteers receive and complete relevant documentation to comply with SUSF HR policies
- v. Develop, review and manage all club policies and procedures as required and directed by Club Executive
- vi. Liaise with all pathway clubs on behalf of the SUANFC to ensure engage in SUANFC and pathway club activities.

3. Finances

- i. In liaison with SUANFC Treasurer, deliver annual Club Budget

C. Strategic Planning

- i. Coordinate delivery of Annual Football Review
- ii. Complete the annual review of Club Business Plan and delivery outcomes to Club Executive

D. COMMERCIAL OPERATIONS

1. Sponsor & Philanthropic Partnerships

- i. Oversee the consolidation and development of current Club Partners
- ii. Assist in the recruitment new Club Partners
- iii. Assist with sponsor and/or corporate functions
- iv. Oversee the delivery of all Partner Agreements – Commercial and Philanthropic



Qualifications & Experience:

Essential:

- Professional approach & ability to work in a multi-stakeholder environment
- Demonstrated ability to engage stakeholders within a Professional Sporting Organisation
- Demonstrated skills in developing commercial plans, strategies and initiatives
- Demonstrated Leadership Skills
- Demonstrated Commercial Management and Business Development experience
- Demonstrated Negotiation (closure) skills
- Demonstrated Commercial and Business acumen
- Demonstrated Strategic Planning skills
- Demonstrated Organisational skills
- Excellent Verbal and Written Communication skills
- Excellent computer, website, presentation, communication, general administration and finance skills

Desirable:

- Credibility within, and knowledge of, the AFL (NSW/ACT), the NEAFL and/or other state league club administration or other nationally recognised sport
- Excellent administration skills with experience in coordinating the activities of a professional/semi-professional sporting club
- Intimate knowledge and previous experience working with a University-based environment
- Understanding of industry best practice with respect to sports management and administration
- Work, Health & Safety – Workplace safety

Accountability:

This position reports to and is accountable to the SUANFC President and Treasurer, SUSF Executive Director and SUSF High Performance Manager.

Conditions of Employment:

- The position is in accordance with the terms and conditions of the Employment Agreement and the relevant modern award.
- The successful applicant may be required to complete a Working with Children Check as per NSW Government Legislation.
- The successful applicant is required to complete the ASADA Level 1 and Match-Fixing Online Training Course
- The position has a 6-month probationary period
- The availability to work a 40 hour week plus flexible/extended hours as required to meet the demands of the position and commensurate to the level of the position.
- SUSF reserves the right to alter this duty statement at any time.



Signed and Accepted by:

Date: _____

Employee: _____

Signature: _____

Club President: _____

Signature: _____

Manager: _____

Signature: _____