



Football Operations Coordinator – AFLW/VFL/Academy

(Full-time, 2-year contract role)

To ensure our players and coaches are ready to tackle the season head on, we are looking for an experienced, full-time Football Operations Coordinator to administer and coordinate a range of administrative processes and tasks enabling the football staff to work in an effective environment.

The Football Operations Coordinator also plays an integral role in fostering relationships across the business to ensure a united, one-club approach is maintained. This role reports to the Head of Women's Football with strong support and direction given by the Football Operations Manager.

The Football Operations Coordinator will be responsible for:

- The delivery of day-to-day Football Operations for the AFLW, VFL & Elite Academy programs.
- Developing procedures and structures with relevant coaches and staff to ensure smooth operation of timetable.
- Overseeing operational issues in relation to training and scheduling, including travel bookings.
- Coordinating the family ticketing process for AFL home and away matches.
- Coordinating the AFLW/VFL volunteers and match day staff.
- Building and maintaining relationships with key stakeholders i.e., venues, travel agents, sponsors, player partners & families.
- Managing the communication and reporting processes within the football department.
- Assisting with administrative tasks associated with Club, AFL and Government COVID Compliance protocols.
- Coordinating relevant AFLW/VFL/Academy events as required.
- General office and administrative duties as required.

The ideal candidate will have:

- 1-2 years administrative experience in a high-pressure sporting environment.
- Current knowledge of, and experience in AFL or similar sport – preferably experience working with young female athletes.
- A strong personal brand, including ability to display integrity and a commitment to professionalism and accountability.
- A commitment to learning and development- willingness to assist and build a continuous improvement culture.
- Ability to maintain strict confidentiality at all times.
- An understanding of the AFL/AFLW player rules and regulations.

- High level of oral and written communication skills and ability to collaborate with others to achieve priorities.
- Outstanding organisational skills with high attention to detail.
- Flexibility and responsive to change in direction, priorities, as required.
- Well presented with the ability to represent GCFC to key stakeholders.
- Ability to work within a 24/7 environment (i.e. weekends, nights and interstate travel required)

This position is bound by the AFL Player and Football Staff vaccination policy. Therefore, the successful candidate must be fully vaccinated to comply with the policy and fulfil the requirements of the role.

To apply for this role, please click on the link to access our candidate portal

https://goldcoastfc.secure.force.com/recruit/fRecruit_ApplyJob?vacancyNo=VN042

Position closes 5pm on Thursday 9th December 2021.