

EMPLOYMENT CONTRACT

FOOTBALL OPERATIONS MANAGER



1. Summary

Position	Football Operations Manager
Reports to	General Manager
Contract type	Part-time – 3.5 days per week (plus. 1 match day / week in season).
Work type	Remote/work from home. Attend in-person meetings as required.
Classification	Sporting Organisations Award, Clerical and Administrative Grade 5, Part-time
Direct Reports	Umpire Coordinator (casual), Events Assistant (casual)
Location	Melbourne, Victoria, Australia
Requirements	Working With Children Check, Drivers License

2. About Us

Football Integration Development Association (FIDA) is an ACNC registered Charity building inclusive communities across Victoria through Australian Rules Football. Our mission is to ensure players of all abilities have the chance to belong, connect, and thrive.

Founded in 1991, FIDA has grown into the leading sporting organisation for people with an intellectual disability in Australia, providing opportunity for over 1000 athletes and their families to access the game they love week in week out. Doing so provides access to a community, physical and mental health and wellbeing, support & advocacy networks and above all the chance to create and maintain lifelong friendships.

Following recent success and growth, we are now staged to take FIDA to the next level, adding new leagues, growing partnerships and developing new club / community programs.

3. About Role

This role will oversee all FIDA association operations and team members and be focussed on:

- Delivery of 2 new league competitions,
- Developing / Implementing essential club and league programs,
- Elevating existing competition and club standards, and;
- Growing member participation levels.

This role is initially part-time with the opportunity to grow with the role's success.



The role includes 3 key areas:

Area	Duties
League Development	<ul style="list-style-type: none"> • Developing and implementing new FIDA competitions. • Growing participation levels for people with an intellectual impairment across the association. • Supporting events, marketing and engagement opportunities. • Developing and implementing a FIDA Umpiring program that provides the highest standard on match day. • Review and implementation of best practice Tribunal process. • Engaging with sector peers and networks.
Club Development	<ul style="list-style-type: none"> • Working with key partners (e.g. AFL) to implement new development programs that support club administration to members. • Establishing a club standards framework for new and existing clubs. • Overseeing delivering of education programs (e.g. presentations).
Competition Management	<ul style="list-style-type: none"> • Developing fixture(s) that allows for the best possible player experience across all FIDA conferences/competitions. • Maintaining the PlayHQ system to ensure all players, coach & volunteer registrations are accurate. • Driving safety and welfare standards. • Ensuring adherence to all match day policies. • Managing all eligibility, player transfers, permit arrangement and community league agreements to ensure competition integrity. • Submitting board reporting. • Observing tribunal activities. • Ensuring FIDA code of conduct and managing incidents. • Attending match days and engaging with clubs to maintain strong relationships.



4. Skills & Experience

Relevant skills and experience include:

- Minimum 3 years experience in a management role.
- Experience working with people with a disability and their families.
- Understanding of the AFL industry and related community programs.
- Demonstrated background in Australian Rules sport administration and operations.
- Experience working with external vendors / stakeholders.
- Well-developed written, verbal & interpersonal communication skills.
- Experience with social media and CRM platforms.
- Demonstrated personal initiative and ability to work unsupervised.
- Attention to detail and proactive problem-solving.
- Strong peer network in community and state level football.
- Ability to develop and execute growth opportunities.
- Experience in playHQ.

Ideal (but not essential):

- Degree (or equivalent) in sports administration / management.
- Experience in board reporting.
- Marketing, sales and pipeline management.
- Prior experience in startup/scaleup organisations.
- Exposure to sports tribunal and investigative processes.

5. About You

You're a people-person and who builds meaningful relationships

You have an innate social intelligence. Your greatest skill is establishing, cultivating and maintaining strong relationships / partnerships with all types of people.

You're a result driven person with a startup mentality

You are solution orientated and view challenges as an opportunity to improve and grow FIDA, yourself and others. You take ownership of the role and want to grow it to its full potential.

You're a resilient decision-maker

You can handle just about anything that comes your way, be it operational headaches, club governance issues or people – you've got it covered.

You're career minded and wanting to seek longer term opportunity

You see FIDA as an opportunity to fine hone your skills, broaden your network and invest your time to create longer term opportunities.

You're a great communicator

You can clearly and confidently communicate information, no matter the situation and setting, to ensure valuable and positive outcomes.

You're passionate about footy and it's community impact

You have integrity, persistence, patience, and a genuine desire to empower and grow the competition. You're invested in truly making a difference to people with disability in our community.



6. WHAT WE CAN OFFER

- Flexible work arrangements, including remote work.
- Work in a role where you can make a difference in the lives of people living with an intellectual disability by contributing to their health, wellbeing, and social inclusion through football.
- Be part of a growing charity, where you will be able to innovate, establish new systems and expand your role as FIDA grows.
- A supportive team and work environment, and an opportunity to work alongside passionate people who are dedicated to the mission of FIDA.
- Build relationships with key stakeholders across AFL, AFL Vic, government, sporting bodies, disability advocacy groups, and commercial partners.
- Opportunity to access salary packaging.

Any questions, please email John Kostopoulos, recruitment@fida.org.au