

POSITION DESCRIPTION

POSITION TITLE	Competition & Operations Lead
DESIGNATION	Full Time / Outsourced
REPORTS TO	Goulburn Murray League Board
LEAGUE	Goulburn Murray League

Purpose – why is this role important

The Competition & Operations Lead oversees day-to-day operations of the Goulburn Murray League, including junior, youth and women's football and netball. The role manages competition delivery, club support, registrations, compliance, governance administration, sponsorship and agreed projects within a league-led model supported by independent financial processing and flexible seasonal resources.

Operating Context

- Support stronger local decision-making, league capability, self-sufficiency and clear accountability for league operations.
- Maintain operational continuity while governance and administration arrangements transition to the new league-led model.
- Work with the Goulburn Murray League Board, clubs, volunteers, umpire groups, football and netball stakeholders, and AFL Victoria support functions.
- Operate flexibly across seasonal peak periods, including registrations, grading, fixtures, finals, representative programs and events.

Day in the life – what you will be responsible for

Competition and Program Management

- Prepare and maintain home-and-away and finals fixtures for football and netball competitions within the approved competition calendar.
- Coordinate grading, registrations, results, match-day administration, finals, events and representative football and netball programs.
- Administer the relevant competition management system, including accurate competition, participant and results information.
- Coordinate medals, trophies, presentations, league events and match-day requirements.
- Engage and direct seasonal support for agreed peak-period tasks, including registrations, match paperwork, fixtures, finals and events.

Club Support and Communication

- Provide a clear contact point for clubs and stakeholders on competition administration, registrations and operational enquiries.
- Maintain timely, consistent and professional communication with clubs, volunteers, officials and relevant football and netball stakeholders.
- Provide practical support that helps clubs and volunteers use documented processes and self-service resources.
- Maintain productive working relationships with umpire groups, AFL Victoria, Netball Victoria and other relevant bodies.

Registrations, Rules and Compliance

- Administer player registrations, permits and clearances in accordance with applicable rules and competition by-laws.
- Coordinate annual review and communication of competition rules and by-laws through the appropriate governance process.

- Monitor competition compliance and escalate matters through the approved decision-making and disciplinary pathways.
- Maintain accurate records and prepare compliance and operational reports as required.

Governance Administration

- Prepare and distribute agendas, papers, minutes, action registers and operational reports for relevant Board, committee and stakeholder meetings.
- Support clear separation between governance decisions, competition administration and independent financial processing.
- Implement approved operational decisions and maintain transparent records of actions, responsibilities and status.
- Contribute operational information to planning, risk management, service standards and continuous improvement.

Sponsorship, Communications and Projects

- Deliver agreed sponsor servicing and identify appropriate opportunities that support league sustainability.
- Coordinate approved website, social media, annual report and stakeholder communication content.
- Lead or contribute to projects that improve competition delivery, club service, volunteer capability and documented processes.

Financial

- Provide timely and accurate information to the independent bookkeeping for invoicing, payments, budgets and reporting.
- Operate within approved delegations and budgets, without combining independent financial processing with competition administration.
- Monitor operational expenditure and commitments and report material variances through the approved governance process.

Key Relationships

- AFL Victoria Region Manager, Club Development Lead
- Goulburn Murray League Board and delegated committees
- Goulburn Murray League clubs, administrators, coaches, volunteers and officials
- GVFUA, Goulburn Murray Leagues, Affiliated AFL Vic Country and Metropolitan Leagues
- Netball Victoria and other relevant local and state sporting bodies
- Independent bookkeeper
- Casual employees, contractors and trained volunteer support pool

Experience

- Demonstrated experience in sport, competition, events or community administration.
- Strong planning and organisational skills, including the ability to manage seasonal deadlines and competing priorities.
- High-quality written and verbal communication and a practical, service-focused approach to stakeholder support.
- Experience using competition management, registration, document management and standard office systems.
- Sound understanding of governance boundaries, confidentiality, record keeping, delegations and escalation.
- Ability to work independently within approved frameworks and to coordinate casual, contractor or volunteer support.
- Availability for evening and weekend work during peak competition periods.

Performance Outcomes

- Competitions, registrations, fixtures, results, finals and events are delivered accurately and on schedule.
- Clubs receive clear, consistent and practical operational support.
- Competition rules, by-laws, records and reports are current and appropriately administered.
- Board and committee administration is timely, accurate and action-focused.
- Financial processing remains independent, supported by complete and timely operational information.

- Seasonal workload peaks are planned and supported without reducing core service continuity.
- Documented processes and volunteer capability reduce dependency on individual knowledge.

General Requirements

- Represent the Goulburn Murray League professionally and act in the best interests of football and netball.
- Maintain confidentiality, integrity and respectful working relationships.
- Comply with applicable policies, rules, by-laws, safeguarding requirements and lawful directions.
- Undertake other reasonable duties consistent with the purpose and classification of the role.

Child Safety Standards

The GML has a commitment to ensure we provide professional, safe and enjoyable environments to children and young people who participate in our game.

The GML Board are responsible for undertaking recruitment and ensuring that our process's and systems are robust and thorough, as well as being communicated and understood internally. Our recruitment process is a 5-step process and includes meeting and engaging with a variety of key people from across the organisation as well as completing thorough verification checks. As part of our comprehensive recruitment process we ensure that all safety and legislative checks such as working with children checks, Criminal background checks, employment and personal reference checks are completed to ensure anyone working for the AFL is fit for the role they are employed in, prior to commencing employment.

The AFL takes the safety of children and young people very seriously and reviews all process and procedures in line with current state and federal legislation.