

Head of Football – Position Description

Reports To: Club President

Direct Reports: Property Coordinator, Grounds Coordinator, Auskick Coordinator

Position Purpose

The Head of Football is responsible for the strategic and operational management of the football department. This includes overseeing the smooth delivery of match days, team operations, player management and alignment with club values.

Key Responsibilities

Football Program Oversight

- Coordinate football operations across all grades.
- Support coaches in delivering a high-quality football environment.
- Ensure alignment of team operations with club culture and strategy.

Game Day & Training Logistics

- Ensure Training times are organised for Preseason & regular season
- Oversee logistics such as uniforms, equipment and ground setup.
- Liaise with opposition teams as needed.

Communication & Stakeholder Engagement

- Serve as the key liaison between football coaches, players, and the committee.
- Support clear communication of team selections, schedules, and expectations.
- Promote a unified and respectful football environment.

Compliance & Administration

- Ensure the club adheres to AFL Victoria, League requirements.
- Maintain accurate player records and ensure Working With Children Checks are current.
- Support tribunal matters, code of conduct issues, and injury reporting protocols.

Recruitment & Retention

- Work with the committee and coaching team to attract and retain players and staff.
- Assist with onboarding new players and supporting player welfare.

Financial & Strategic Support

- Identify operational needs and present improvement ideas for club success.



People Management

- Support and guide your sub committee members and coaches.
- Ensure positive club culture and adherence to Codes of Conduct.
- Handle disputes or issues in collaboration with the sub committee.

Key Relationships

- Club Committee Members
- Players, Coaches, Team Managers
- Football Operations
- Sponsors and Local Businesses
- League Representatives
- Local Council and Community Groups

Skills and Attributes

- Experience in football club operations or strong understanding of club administration.
- Excellent communication, organisation, and interpersonal skills.
- Ability to manage people, processes, and problem-solving under pressure.
- Commitment to club values and a team-first approach.
- Knowledge of AFL community football systems and policies.

Time Commitment

- Attend training, home and away matches, and club meetings.
- Pre-season and finals may require additional hours.