

Job Title	Academy Operations Manager
Employment Type	Full Time
Reports to	Academy Director
Department	Football
Location	Training Ground - Fraser Rise / Truganina / The Hangar – Tullamarine
Hours	This is a full-time role requiring flexibility to work early mornings, evenings and weekends
Role Dimensions	<ul style="list-style-type: none"> • Level – Manager • Staffing – 0 • Direct Reports – 0
About Us 2021/22 A-League Men's Champions!!	<p>Western United Football Club represents the people from the west of Victoria – urban, regional and rural. In its short history, Western United has evolved from one A-League Men's team to a club that will field an A-League Women's team and Academy Program from the 2022/23 season, as well as an academy program and Frame Football and Powerchair teams.</p> <p>As an organisation, Western United FC believes in working hard together, growing the game of football in the community, and embodying the aspirational, hard-working and successful spirit of the people from the west. Inclusion, equality and determination are at the heart of everything the club does, and with a dedicated team of professionals from top to bottom, the ethos of the club rings true from the walls of the board room to the white lines of the football pitch.</p> <p>Western United and its partners continue to build the future of football for the western region – an ambitious journey that will unite generations to come and create a football club that will make people proud. The club is working rigorously to give the football community in the west a strong identity with a unique world-class football stadium, title winning teams and an aspirational brand.</p> <p>The ambition, vision and commitment of Western United to the region will set a new benchmark for future professional sporting clubs in Australia.</p>
Our Values	Our Values of Growth, Respect, Effort, Audacious & Togetherness along with the standards we set ourselves are reflected in the culture of the organisation and our everyday behaviours, so we will always "Walk the Talk".
Job Purpose	Reporting to and working closely with the Academy Director, this is a diverse role accountable for all administration and operational activities within the Academy. The role has a significant influence on the quality of the program delivered and therefore a direct impact on the development potential of current and future WUFC Academy players. Responsibilities include oversight of Football Operations (including management of training facilities, kit & matchday logistics), liaison between FV/FA/APL regulatory bodies, compliance oversight and co-ordination of all Academy communications and scheduling.

Responsibilities/ Accountabilities	<ul style="list-style-type: none"> Manage all aspects of NPL Football Operations including: team training facility, travel logistics, match day team requirements, team kit, training schedules, etc. Act as the Club interface with the FV/FA/APL on all matters relating to NPL player & club compliance matters. Ability to support and bring together all departments within the Academy which includes coaching, recruitment, analysis, medical and sports science Ensure all FV/FA/APL regulations and compliance requirements are completed on time including player registrations Help develop academy documents, protocols and processes across key areas of the program. In conjunction with Human Resources establish and manage a core workforce of volunteers and support staff to assist with the delivery of the academy program. Attend NPL games and ensure all match day operational plans are fulfilled. Attend meetings as required by Football Department staff Any other duties as reasonably directed by the Academy Director and club pertaining to its involvement in the A-League Mens, A-League Womens and NPL programs Proactively contribute as a member of WUFC Football Department team. Be a champion in promoting the values of the organisation and driving a positive and engaging culture into the community. Ensure that all activities are performed in accordance with the governance and compliance requirements of WUFC
Key Skills, Technical Competencies, Personal Qualities, Formal Qualifications	<p>Mandatory:</p> <ul style="list-style-type: none"> Flexibility to work early mornings and/or evenings as well as weekends Strong administration capabilities in managing inventory and clerical requirements including financial budgets Has a high attention to detail and a strong “can do” approach A values based individual who walks the talk and ensures accountability Demonstrated ability to build relationships with internal and external groups and stakeholders Excellent IT skills including Microsoft and/or Mac programs Driven, proactive and a positive attitude Current Working with Children Check Child Safeguarding Training Current Victorian Drivers License Current right to work in Australia A strong team player who is prepared to support other areas of the business as and when required <p>Desirable:</p> <ul style="list-style-type: none"> First Aid / CPR Certified
Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> Previous Football Operations role in a High Performance sporting environment

	<ul style="list-style-type: none"> • Strong administrator and scheduler with a clear understanding of meeting regulatory compliance requirements • Established credentials in providing a positive ethos emphasising personal best that should be able to demonstrate the ability to provide quality care, guidance and support to players and families if/when required. • Demonstrated ability to problem solving and decision-making skills with the ability to work under pressure and balance conflicting demands and deadlines. • Proven ability in implementing player welfare and development initiatives. • Strong experience in dealing with professional athletes and presenting to staff, parents or the community. • Ability to work both independently and as part of a team <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working with FV/FA/APL or key sporting bodies • Understanding of Youth and Human Development
<p>Physical Requirements of the Role</p>	<ul style="list-style-type: none"> • Office Duties: sitting, operating PC and office equipment. • Driving: match day venues, sponsor/partner/stakeholder locations • Walking/Running: moderate walking and light running will be required for this role, particularly during training sessions • Lifting: occasional lifting of football kit, boxes, etc • Travel: Local, Interstate and International travel as required
<p>Key Stakeholders</p>	<ul style="list-style-type: none"> • Internal: Players, Football department, Community Department • External: FV/FA/APL, Schools, External Clubs, Local Associations.
<p>OHS Responsibilities</p>	<ul style="list-style-type: none"> • Follow the WUFC Safety Rules – consider your safety and the safety of others • Cooperate and comply with the WUFC OHS Policy • Complete all required OHS training • Participate in the development and implementation of specific OHS risk management strategies as appropriate • Report all OHS issues, hazards and incidents promptly to your manager • Participate in investigations; risk assessments and audits as required
<p>Core Leadership Competencies</p>	<ul style="list-style-type: none"> • Customer Focus – Building Strong customer relationships and delivering customer centric solutions • Ensures Accountability – Holding self and others accountable to meet commitments • Drives Results – Consistently achieving results, even under tough circumstances • Drives Vision and Purpose – Painting a compelling picture of the vision and strategy that motivates others to action. • Builds Effective Teams – Building strong teams that apply their diverse skills and perspectives to achieve common goals • Instills Trust – Gaining the confidence and trust of others through honesty, integrity and authenticity

Our Values:

Growth – “When Challenged we rise to the Occasion”

Respect – “Treat those as you would expect to be treated yourself”

Effort – “We go harder than our competitors”

Audacious – “We are brave, daring and bold”

Togetheriness – “We Stand Shoulder to Shoulder”