

Job Title	Volunteer Academy Team Manager
Employment Type	Volunteer
Reports to	NPL Operations Manager / Academy Director
Department	Football
Location	Training Ground - Fraser Rise / Truganina / The Hangar – Tullamarine
Hours	This is a volunteer role requiring flexibility to work either early mornings, evenings and weekends
Role Dimensions	Level – Administration & Operations
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 behaviors, we will always "Walk the Talk".
Job Purpose	Reporting to the NPL Operations Manager, the role of the Academy Team Manager is to ensure the needs of the academy teams are met to help them maximise the quality of experience players receive in the program. Key duties include, but are not limited to; overseeing the direct communication between players and parents, scheduling, logistics, kit management, compliance and regulatory administration as well as general duties required for the smooth running of academy training and game days.

<p>Responsibilities/Accountabilities</p>	<ul style="list-style-type: none"> Assist in managing all aspects of NPL Football Operations including: the teams training facility, team travel logistics, individual player travel requirements, match day team requirements, team kit, training schedules, etc. Support coaching staff as required. Collaborate with the NPL Head Coach, management and Ground staff to prepare and set out equipment required for training sessions and attend training. Attend all 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
<p>Key Skills, Technical Competencies, Personal Qualities, Formal Qualifications</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> Ability to undertake the manual aspects of the role Flexibility to work either early mornings, late afternoons and weekends Strong administration capabilities in managing inventory and clerical requirements Has a high attention to detail and a strong “can do” approach 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
<p>Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> Ability to work both independently and as part of a team <p>Desirable:</p> <ul style="list-style-type: none"> Previous Football Operations/Team Manager role in football or another sport
<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. • 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”

Togetherness – “We Stand Shoulder to Shoulder”