

# AUSTRALIAN FENCING FEDERATION

## Operations Manager



### Overview

The Australian Fencing Federation (AFF) seeks to engage the services of an individual to act as Operations Manager on a contract basis.

### Role and responsibilities

The role of the Operations Manager is to:

- undertake operational tasks in relation to the day to day activities of the organisation, under the guidance of the AFF Operations Director. Such tasks may include:
  - attending to national membership arrangements
  - attending to international licensing and competition registration arrangements
  - co-ordinating international competition tours, including nomination and selection process and appointment of management and coaching staff
  - co-ordinating the AFF's domestic competition circuit, including management of registrations and liaison with host State and Directoire Technique
  - assisting with operational aspects of the AFF's High Performance Program (in conjunction with the High Performance Manager and Camp Co-ordinator)
  - assisting with operational aspects of the AFF's refereeing and coaching development programs (in conjunction with the National Officiating Manager and the National Coaching Manager)
  - arranging the order and sale of merchandise
- act as the first point of contact for all member enquiries
- liaise with State Associations, national bodies (including the ASC and AOC) and international bodies (including the FIE, CFF, FCA, OFC and National Federations) in relation to operational matters
- assist with regular reporting requirements, including preparation of annual reports and completion of ASC Annual Sports Performance Review
- assist with the delivery of AFF programs, including AusFence (the AFF's participation program for primary school age children) and the Project 5,000 Participation Grants Program
- assist with the preparation of grant applications to key bodies seeking support for specific projects, the delivery of funded projects and post-project reporting requirements

- assist with member communications including through publishing information of the AFF website and social media pages, as well as targeted marketing campaigns
- attend AFF Board meetings and prepare minutes.

## **Reporting**

The Operations Manager will report to the AFF Director responsible for the Operations Portfolio and will liaise with the AFF Directors responsible for other portfolios (eg Communications). He or she will also be expected to work closely with the Finance Officer, as well as other AFF personnel including the High Performance Manager, the National Officiating Manager, the National Coaching Director and the Camp Co-ordinator.

## **Skills and experience**

Candidates for the role of Operations Manager will require a range of personal and professional skills. The following skills and qualifications are preferred requirements for the role:

- a proven track record and experience in the sports industry
- the commitment, energy and enthusiasm to work in a self-directed manner, under broader strategic supervision
- the ability to develop and manage a range of internal and external relationships
- outstanding organisational skills, including the ability to manage tight timeframes and competing priorities
- a positive, customer-oriented and solutions focused approach
- familiarity with Microsoft Office products, online registration and email marketing tools
- Working with Children check in relevant jurisdiction/s

## **Hours and location**

This is a part time role, with an anticipated time commitment equivalent to 1.5 days per week. Given the nature of the role, this time commitment will need to be spread over the week but can be performed partly outside normal business hours.

While strong consideration will be given to candidates who are located in Melbourne, the AFF welcomes applications from candidates who can work effectively on a remote basis.

## **Term**

An initial period of 6 months, with the opportunity for subsequent 12 month extensions subject to satisfactory performance and the availability of continued funding.

## **Remuneration**

There is total annual remuneration of \$15,000 available for this role.

## **Application process**

Interested candidates are requested to submit their application by way of a cover letter, together with a short curriculum vitae outlining their relevant skills and experience.

Applications should be submitted by email to: [operations@fencing.org.au](mailto:operations@fencing.org.au) by **Friday, 22 December 2017**.