



**Hills Football Inc**  
**Position Description – General Manager**

**OBJECTIVE:**

Now in its 6<sup>th</sup> season, Hills Football has facilitated significant growth over recent years, not only in traditional winter competitions but non-traditional formats and community programs. This in turn has provided more opportunities for boys, girls, men and women to become and stay involved in football. Hills Football is committed to ensuring continued participation accessibility and growth, the best possible player experience as well as enhancing the service, support, and capability of our member clubs.

**RESPONSIBILITIES:**

**Operations & Governance / Administration / Finance**

- Provide leadership and support to staff within HFI.
- Implement good governance and best practice procedures and reporting mechanisms.
- Establish good working relationships with the Board, Member Clubs, Sub-Committees, Football NSW, local government, council and all stakeholders
- Conduct advertising, marketing and promotion of football competitions, opportunities and other developmental activities within the Hills region.
- Develop and deliver plans to grow the Association, targeting non-traditional sources of revenue, and partnerships that deliver tangible outcomes to both HFI and member clubs.
- Develop strategic government, sport, and corporate partnerships to promote and develop football.
- Manage the application of funding grant applications.
- Oversee financial administration, including finance meetings with staff, assisting the Board to develop Budgets and Board reports, and monitoring invoicing and preparation of the annual financial statements for audit.
- Drive the use of data analysis across HFI to better inform decision making.
- Performs all duties as directed by the Board.

**Facilities / Infrastructure**

- Review and enhance the HFI Facilities strategy to ensure the region's football facilities needs remain a focus for government and our community.
- Relationship management of key club stakeholders based on the issues and continuous improvement initiatives identified.
- Management of club-based escalations and general issues resolution to deliver effective and sustainable outcomes.

**Engagement / Promotion / Events**

- Oversee the development and delivery of a digital engagement plan to promote football in the region that utilises a wide range of media.
- Oversee delivery of registration campaigns to assist clubs grow the sport in our area.
- Oversee development and delivery of a communications plan to ensure our engagement with the football community is efficient, timely and relevant.

- With the Member Services & Administration Manager, assisting in the 'capability build' of HFI Member Clubs through resourcing, education, development, regulatory and operational compliance.

### **Pathways / Technical / Development**

- With the Head of Football; oversee the management of HFI Pathways and Development Programs.
- Facilitate programs to assist in the player, coach and referee development of local Hills districts patrons.
- Maintain the Hills Football/Hills United FC Working Group and administrative/operational activities within.

### **RELATIONSHIPS:**

- HFI Member Clubs
- Hills United Football Club
- Local Government and Council
- Football NSW, Football Australia and affiliate 'Football' entities
- Commercial and strategic Partners

### **ACCOUNTABILITY:**

- Report any information from the Clubs, schools, FNSW and/or other agencies to the HFI Board.
- Strong financial and administrative operational management of the day-to-day activities of HFI.
- Act in the best interests of the Association and Clubs, whilst challenging any inequitable practices and behaviours.
- Undertake the role with good faith and honesty.

This is a full-time role with regular weekend and out of hours work involved.

### **SELECTION CRITERIA**

#### **Education level and/or experience:**

- Tertiary qualifications and demonstrated experience in sport management, business management or similar.
- Strong track record of implementing strategies and program delivery and working in a leadership role.
- An understanding of the Associations Incorporations Act.
- Ability to work successfully with existing staff in a harmonious atmosphere.
- High level communication skills (verbal and written).
- Eligible to work in Australia.
- Working with Children compliant.

#### **Skills and/or knowledge**

- Ability to act as a leader in problem solving activities and align resources to achieve outcomes.
- Ability to influence and manage team members across multiple departments and functional areas.
- Strong conceptual aptitude with ability to assimilate and synthesise complex issues.
- Role suitable analytical and problem-solving skills.
- A good aptitude in developing and executing on business reporting requirements.
- The ability to effectively multitask and prioritise activities.
- Ability to articulate, discuss and present both issues and action plans to all levels of the business.

### **APPLICATIONS**

Applications close at **5:00pm Sunday 15 May 2022**. Hills Football is eager to hear from suitably qualified candidates and encourages applicants to forward their Resume and Cover Letter to:

- Hills Football Inc.
- Email: Gabrielle Dracopoulos - [gabrielle.dracopoulos@hillsfootball.com.au](mailto:gabrielle.dracopoulos@hillsfootball.com.au)