



SOUTH AUSTRALIAN NATIONAL FOOTBALL LEAGUE INC

JOB DESCRIPTION

Position Title	Development Officer
Reports To	Participation Programs Manager
Department	Game Development
Effective Date	18 September 2009

Position Title	Development Officer
Status	Fixed-term contract (12 months)
Key Objectives	To assist in the implementation of participation based programs, coaching programs and affiliated league programs. These programs will conform to the policies formulated by the Game Development Council and are aimed at increasing the number of playing participants and quality of coaches, administrators & volunteers who are involved in 'Australian Rules' football in South Australia.
Direct Reports (if applicable):	Nil

Key Responsibilities	
	<p>Participation</p> <ul style="list-style-type: none"> ▪ AFL Auskick Program <ul style="list-style-type: none"> - Facilitate the promotion and implementation of the AFL Auskick program ▪ School Football <ul style="list-style-type: none"> - Facilitate the delivery of Primary school football participation programs; both inter- and intra-school models - Facilitate the delivery of Secondary school football participation programs; both inter- and intra-school models - Provide support for South Australian Primary School Amateur Sports Association and Secondary School Sport South Australia programs where appropriate ▪ Club Football <ul style="list-style-type: none"> - Establish and maintain strong communications with club football networks within the zone - Assist, where appropriate, with club management issues ▪ AFL School Ambassadors <ul style="list-style-type: none"> - Grow AFL School Ambassador group within primary and secondary school network
	<p>Coaching</p> <ul style="list-style-type: none"> ▪ Liaise with State Coaching Manager and Club Development Manager in promotion and facilitation of Coach Education programs ▪ Maintain register of all school and club coaches within the region
	<p>Administration</p> <ul style="list-style-type: none"> ▪ Maintain accurate records and documentation of; <ul style="list-style-type: none"> - activities - programs conducted - key stakeholder groups - contact networks ▪ Maintain reporting documents to assist with AFL Census compilation
	<p>General</p> <ul style="list-style-type: none"> ▪ Liaise with Key Volunteer groups <ul style="list-style-type: none"> - Recruitment, retention and recognition - Education and training ▪ Assist with promotional activities where appropriate ▪ Assist with Talent programs where appropriate

Competencies	<ul style="list-style-type: none"> ▪ Planning and Organisation <ul style="list-style-type: none"> - Able to efficiently establish an appropriate course of action to accomplish a goal ▪ Communication Skills <ul style="list-style-type: none"> - Strong verbal and written communication skills ▪ Attention to Detail <ul style="list-style-type: none"> - Accomplishes tasks efficiently by considering all areas involved ▪ Adaptability <ul style="list-style-type: none"> - Able to remain effective when faced with changing tasks, responsibilities or people
Key Selection Criteria	<p>Essential</p> <ul style="list-style-type: none"> ▪ An empathy and understanding of Australian Rules football at various levels ▪ Effective people management and leadership skills ▪ Strong administration and planning skills ▪ Experience in Microsoft Office programs ▪ Strong sense of accountability ▪ Flexibility in work schedule <p>Desirable</p> <ul style="list-style-type: none"> ▪ Relevant tertiary qualifications ▪ Experience in working with children in a school and/or sporting environment ▪ Coaching and/or teaching experience

Position Requirements & Conditions	<ul style="list-style-type: none">▪ Based at the SANFL Club▪ Fixed-term contract full-time position▪ Some out of hours work, including weekends, required such as event/match days▪ Three Month Probation Period applies▪ Annual Performance Reviews▪ Current driver's licence required▪ National Police Clearance required▪ Medical & Functional Capacity Assessment to be undertaken as part of the SANFL's selection process▪ Minimum of 2 background reference checks with current and previous employers will be required
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