



ADELAIDE UNIVERSITY FOOTBALL CLUB INC.

ESTABLISHED 1906; FOUNDER CLUB S.A.A.F.L. 1911
ABN: 87 299 322 696



OPERATIONS MANAGER 0.5 FTE

Adelaide University Football Club (AUFC) is seeking a highly-motivated and professional Operations Manager (0.5 FTE), to commence in February 2017.

AUFC is a not-for-profit Incorporated Association governed by an Executive Committee on behalf of its members. The successful applicant will report to the Executive.

AUFC, formed in 1906, is the largest amateur football club in the world. It embodies all of the finest principles of amateur sport. It has an unrivalled culture built on respect, and a rich history of success.

This is a dynamic new position which presents great career growth opportunities. AUFC's network is vast and engaged.

The position will include pivotal roles in:

- Membership
- Communications
- Marketing
- Finance and Executive administrative support
- Relationships with key stakeholders and sponsors

Some after-hours work will be required.

Please apply via email with a one page cover letter which responds to the key skills required together with your curriculum vitae and the contact details of two referees to peter.sharley@internode.on.net by close of business on Friday 3rd February 2017.

For further information including the position description and performance criteria please contact Sam Bridgwood on 0414 488 282 or sam.bridgwood@macquarie.com

Key Qualifications and Experience

Essential

- Professional approach and ability to work in a multi-stakeholder environment
- Demonstrated ability to engage stakeholders within a sporting organisation environment
- Demonstrated skills in developing commercial plans, strategies and initiatives
- Demonstrated leadership skills
- Demonstrated strategic planning skills
- Demonstrated organisational and management skills
- Excellent verbal and written communication skills
- Excellent IT, administration, marketing and finance skills

Desirable

- Experience in coordinating activities of a professional / semi-professional sporting club
- Experience in a university-based environment
- Understanding of 'best practice' in sporting club management and administration
- Workplace safety / risk management experience