



POSITION DESCRIPTION

FOOTBALL OPERATIONS MANAGER

MEN'S PROGRAM | 2027 SEASON | VAFA PREMIER C



Kew Football Club | Est. 1876

ABN 96 904 678 947

Victoria Park, High Street, Kew, VIC 3101

contact@kewfc.com.au

www.kewfc.com.au

Men's Football Operations Manager

Position Description | 2027 Season

Who We Are

Established in 1876, **Kew Football Club** is one of Australia's oldest football clubs, with a proud history spanning more than 150 years.

Based at Victoria Park in Kew, the club competes in the Victorian Amateur Football Association (VAFA), fielding men's and women's teams across all competitions.

Kew is a proud community-based club, committed to providing a welcoming and inclusive environment that fosters strong relationships, a sense of belonging and success both on and off the field.

Following a successful 150th anniversary season in 2026, which saw both our Men's Seniors and Reserves reach their respective Grand Finals and secure promotion to Premier C for 2027, Kew Football Club is entering an exciting period of growth and opportunity.

We are committed to building a sustainable and competitive football program, strengthening our playing lists, developing our emerging talent and providing an environment in which players, coaches and volunteers can thrive.

The Opportunity

Kew Football Club is seeking a motivated, organised and proactive individual to join the club as our Men's Football Operations Manager for the 2027 season.

This is an important leadership and coordination role within the club's football department, with primary responsibility for driving player recruitment, retention and list management, alongside the administration and operational support of our men's football program.

The successful applicant will play a key role in strengthening the club's playing lists, supporting our coaching group and contributing to the ongoing development and success of the men's football program.

The position presents an excellent opportunity for someone with strong football connections, excellent interpersonal skills and a genuine passion for community football to make a meaningful contribution to one of the VAFA's most historic clubs.

THE PASS





Role Overview

The Men's Football Operations Manager will oversee and coordinate football operations across all Kew Football Club men's teams, including Seniors, Reserves, Thirds and Under 19s.

Reporting directly to the Executive Committee, the Football Operations Manager will work collaboratively with the Senior Coach, assistant coaches and, where appointed, the Director of Football.

The role will serve as a key point of contact for players, coaches, prospective recruits and other relevant stakeholders, with a particular emphasis on proactive recruitment, player retention, list management and the effective administration of the men's football program.

Key Responsibilities

1. Player Recruitment, Retention & List Management

- Lead and proactively drive player recruitment across all men's teams, including Seniors, Reserves, Thirds and Under 19s.
- Identify and pursue prospective recruits through existing networks, referrals, opposition clubs, junior football pathways and other recruitment opportunities.
- Take primary responsibility for initiating contact with prospective recruits, establishing relationships, arranging meetings and progressing recruitment discussions.
- Work collaboratively with the Senior Coach and assistant coaches, involving them in recruitment meetings and discussions where appropriate to support player engagement and recruitment outcomes.
- Develop and maintain strong relationships with existing players, prospective recruits and former players to support recruitment and long-term player retention.
- Proactively engage with existing players throughout the season and off-season to identify and address potential retention concerns.
- Maintain oversight of player lists across all men's teams, working with the coaching group to identify recruitment priorities, list deficiencies and opportunities for player development.
- Support the transition and retention of Under 19s players into senior football, strengthening the club's long-term playing pathway.
- Provide regular recruitment, retention and list management updates to the Executive Committee.
- Work within agreed football department budgets and approval processes, with any financial commitments requiring appropriate club authorisation.



2. Player Registrations & Transfers

- Manage player registrations, clearances, transfers and permits in accordance with VAFA requirements.
- Maintain accurate and up-to-date player registration records through PlayHQ and other relevant systems.
- Liaise with players, other clubs and the VAFA to resolve registration and eligibility matters.
- Monitor player eligibility and relevant administrative deadlines throughout the season.

3. Coaching & Football Program Support

- Work closely with the Senior Coach and coaching staff to support the effective delivery of the men's football program.
- Act as a key liaison between the coaching group and Executive Committee on football-related operational matters.
- Assist coaches with player recruitment, retention, communication and other administrative requirements.
- Support effective communication and coordination between the Seniors, Reserves, Thirds and Under 19s programs.
- Assist with the implementation of football department initiatives and priorities as directed by the Executive Committee.

4. Match-Day Administration & Operations

- Attend all Men's Seniors matches, including home-and-away fixtures, practice matches and finals.
- Maintain a regular presence at training sessions throughout the pre-season and competitive season.
- Coordinate match-day administrative requirements, working with coaches, team managers and other relevant personnel.
- Ensure team sheets, player eligibility, match-day documentation and other VAFA administrative requirements are appropriately managed.
- Act as a key point of contact for football-related operational matters on match days.
- Assist with tribunal matters, player reports and other football administration as required.





Kew Football Club | Est. 1876

ABN 96 904 678 947

Victoria Park, High Street, Kew, VIC 3101

contact@kewfc.com.au

www.kewfc.com.au

5. General Football Department Support

In addition to the primary responsibilities outlined above, the Football Operations Manager will assist the Executive Committee with other football-related operational matters, including:

- Supporting the coordination and distribution of player and coaching apparel.
- Assisting with football equipment and inventory management.
- Providing input into football department planning and resource requirements.
- Undertaking other reasonable football-related administrative duties as required.

Skills & Experience

The ideal candidate will demonstrate:

- Strong interpersonal and communication skills, with the ability to build and maintain positive relationships with players, coaches and other stakeholders.
- A proactive and self-motivated approach to player recruitment, relationship management and problem-solving.
- Strong organisational and time-management skills, with the ability to manage competing priorities.
- An understanding of community football environments, player recruitment and list management.
- The ability to work independently while collaborating effectively with coaches, committee members and volunteers.
- Reliability, professionalism and a willingness to contribute to the club's broader football objectives.
- Familiarity with VAFA operations, player registration processes and PlayHQ will be highly regarded.
- Existing connections within the VAFA or broader community football network will be advantageous.

Previous experience in football operations, football administration, player recruitment or a similar role would be beneficial, but is not essential for an applicant with the right skills, attitude and commitment.

Time Commitment & Availability

The Men's Football Operations Manager is a paid, year-round position with varying time commitments throughout the football calendar.

THE PASS





Kew Football Club | Est. 1876

ABN 96 904 678 947

Victoria Park, High Street, Kew, VIC 3101

contact@kewfc.com.au

www.kewfc.com.au

The successful applicant will be expected to maintain a regular presence at the club throughout the pre-season and competitive season, while also undertaking recruitment, player engagement and administrative responsibilities outside scheduled club activities.

Remuneration

This is a paid position, with the remuneration package to be discussed with applicants and determined based on their experience, capabilities and the agreed responsibilities of the role.

Application Details

Expressions of interest and applications are invited from suitably qualified and motivated individuals.

To apply, please submit a brief introduction outlining your relevant experience, football background and interest in the position to vicepresident@kewfc.com

For further information or a confidential discussion regarding the role, please contact Max Waters on 0412 496 193

THE PASS

