



WEST ADELAIDE FOOTBALL CLUB

POSITION DESCRIPTION

Talent & Development Manager

Position Objective

To contribute to the success of the West Adelaide Football Club through the proper management of the Club's youth development programs and to ensure the Club identifies and develops talent from the West Adelaide zone.

Responsible to:

Football Manager

Responsible for:

Junior Football Operations

Football Development

Staff Development and Human Resources

Occupational Health and Safety

Financial Management & Administration

Key Stakeholder	
Internal <ul style="list-style-type: none"> ○ Board ○ Senior Coach ○ Football Manager ○ Club Coaches ○ Support Staff ○ Players 	External <ul style="list-style-type: none"> ○ SANFL Game Development Staff ○ Zone Delegates ○ Parents ○ Club Coaches ○ Members ○ Sponsors
Centre of Excellence	
Key Tasks <ul style="list-style-type: none"> ○ Manage all aspects of the West Adelaide Centre of Excellence, which includes; <ul style="list-style-type: none"> Boys <ul style="list-style-type: none"> - Under 16 Program - Under 18 Program Girls <ul style="list-style-type: none"> - Elite programs and teams for youth ○ Manage the talent identification, recruitment and retention process ○ Organise and implement the U13, U14 and U15 Club Elite Development Squad camps / programs. ○ Organise and implement the U15 & U17 Intra State Championships program ○ Liaise with SANFL regarding the selection and management of players involved in state and national academies ○ Responsible for equipment and apparel management along with other resources that are required for the junior football program ○ Home match management of Centre of Excellence fixtures 	Key Performance Indicators <ul style="list-style-type: none"> ○ Established in conjunction with the WAFC Board, Football Manager and CEO
Football Development	
Key Tasks <ul style="list-style-type: none"> ○ Liaise with zone delegates attend all zone (metropolitan and country) meetings (by delegation to appropriate staff) ○ Establish and develop effective communication between the WAFC and zone clubs / leagues ○ Support clubs in their relationships with their local communities ○ Establish strategies to increase / maintain full participation in WAFC talent programs 	Key Performance Indicators <ul style="list-style-type: none"> ○ Established in conjunction with the WAFC Board, Football Manager and CEO

<ul style="list-style-type: none"> ○ Maintain awareness and understanding of programs aimed at participation growth ○ Assist the affiliated SANFL staff in the implementation of participation growth programs ○ Assist in coordination of coach development, education and accreditation programs for all coaches in the West Adelaide zone ○ Organisation and conduct of country and metropolitan promotional visits in consultation with SANFL 	
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Staff Development and Human Resources

<p>Key Tasks</p> <ul style="list-style-type: none"> ○ Identification, recruitment and retention of West Adelaide Football staff that play a key role in the junior identification and development programs ○ Implementation of screening program and records management to ensure WAFC are compliant with current legislation ○ Ensure all staff are adequately trained to carry out their role and provide training where required ○ Attend and contribute to regular staff meetings and scheduled training ○ Understand thoroughly and adhere to the Rules, Regulations and Guidelines in the WAFC HR Policy and Procedure Manual 	<p>Key Performance Indicators</p> <ul style="list-style-type: none"> ○ Established in conjunction with the WAFC Board, Football Manager and CEO
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Work Health and Safety

<p>Key Tasks</p> <ul style="list-style-type: none"> ○ Ensure standards are met. 	<p>Key Performance Indicators</p> <ul style="list-style-type: none"> ○ Established in conjunction with the WAFC Board, Football Manager and CEO
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Financial Management & Administration

<p>Key Tasks</p> <ul style="list-style-type: none"> ○ Develop and administer communication and administration procedures that encourage professional and co-operative relationships with players, parents, coaches, teachers clubs, schools and leagues of the West Adelaide Zone. ○ Responsibility for associated budget lines ○ Report to the CEO on a monthly basis regarding identified performance indicators ○ Assist with Club e-newsletters/member communications and annual report as required ○ Implementation of any other duties as directed by the Chief Executive Officer. 	<p>Key Performance Indicators</p> <ul style="list-style-type: none"> ○ Established in conjunction with the WAFC Board, Football Manager and CEO
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Review Process

- Annual Review in November

Person Specification

Knowledge

- Demonstrated experience in talent identification and recruitment programs relating to Australian Rules football
- Use of various computer software packages including Microsoft Office suite of products and database management
- Current knowledge of the football industry – at club level, state level and nationally
- Well developed football contacts network – interstate and intrastate
- Level 2 Coaching Accreditation or preparedness to attain accreditation

Essential Skills

- High level communication skills
- Public presentation skills are essential
- Ability to plan, organise and manage time efficiently
- Attention to detail
- High level customer service skills
- The ability to work as a team member to market and promote the West Adelaide Football Club
- Active listening skills and excellent telephone technique
- Advanced computer application skills

Personal Attributes

- Team player first and foremost
- Self-starter
- Positive approach
- Flexible and adaptable
- Goal-orientated
- High level of initiative
- A genuine manner with a desire to satisfy customer needs
- Professional personal appearance
- Honest
- Reliable