



## Football Operations Assistant – AFLW/Academy (FT, Contract role)

---

The Gold Coast SUNS are on a journey to build a reputation as the best club in the country at integrating our Male and Female athlete's right from Academy level through to our elite teams.

To ensure our players and coaches are ready to tackle the season head on, we are looking for an experienced, full-time Football Operations Assistant to administer and coordinate a range of administrative processes and tasks enabling the football staff to work in an effective environment.

The Football Operations Assistant also plays an integral role in fostering relationships across the business to ensure a united, one-club approach is maintained. This role reports to the Talent Academy Manager and Head of Women's Football with strong support and direction given by the Football Operations Manager.

***The Football Operations Assistant will be responsible for:***

- The delivery of day to day Football Operations for the Academy squads and AFLW program;
- Developing procedures and structures with relevant coaches and staff to ensure smooth operation of timetable;
- Overseeing operational issues in relation to training and scheduling, including travel bookings;
- Managing the Football Department volunteers and match day staff;
- Building and maintaining relationships with key stakeholders i.e. venues, travel agents, sponsors, local and NQ clubs, player partners & families;
- Managing the communication and reporting processes within the football department;
- Coordinating with the Community department all requests for player appearances; and
- Coordinating relevant Academy & AFLW events as required.

***The ideal candidate will have:***

- 1-2 years administrative experience in a high-pressure sporting environment;
- Current knowledge of, and experience in AFL or Similar sport – preferably experience in working with young female athletes;
- A strong personal brand, including ability to display integrity and a commitment to professionalism and accountability;
- A commitment to learning and development- willingness to assist and build a continuous improvement culture;
- Ability to maintain strict confidentiality at all times;
- An understanding of the AFL/AFLW player rules and regulations;

- High level of oral and written communication skills and ability to influence and negotiate with others to achieve priorities;
- Flexibility and responsive to change in direction, priorities, as required; and
- Well presented with the ability to represent GCFC to key stakeholders.

If you think you've got what it takes to join our team, please send a detailed cover letter addressing the criteria for the role and your CV to [recruitment@goldcoastfc.com.au](mailto:recruitment@goldcoastfc.com.au).

Position closes 5pm on Wednesday 3<sup>rd</sup> April.