



COBURG DISTRICTS FOOTBALL CLUB

FOOTBALL / RECRUITMENT MANAGER POSITION DESCRIPTION

FOOTBALL MANAGER / RECRUITMENT MANAGER	
Objective	Ongoing management of playing list and support to Senior Coach
Role Summary	<ul style="list-style-type: none"> • Player list review • Identification & recruitment of players • Formulation of player remuneration packages & contracts • Game day role as directed by Senior Coach • Act on all requests/requirements of Senior Coach • Liaise between players, coaches, support staff & Club Executive
Responsibilities	<ul style="list-style-type: none"> • Report on development and progress of the playing group to Club Executive as appropriate • Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days • Attend meetings as and when required • Provide regular feedback to Coaching Panel as required • Provide documentation in consultation with the Treasurer, all player payments and coaching fees • Ensure all player/coaching contracts fall within the allocated budget and that variations are brought to the attention of Executive prior to the Club being committed to the variation
Relationships	<ul style="list-style-type: none"> • Reports to the President & Club Executive • Supports Senior Coach, Match Committee and Support staff • Liaises with other key Club Stakeholders
Accountability	<ul style="list-style-type: none"> • The Football/Recruitment Manager is accountable to the President & Executive • The Football/Recruitment Manager shall seek ratification from the Executive of a football budget that includes all Coaching & Player payments and shall thereafter have the authority to act within the limits of the budget without reference to the Executive • Provide a written report on the portfolio operations to the Annual General Meeting
Essential Experience	<ul style="list-style-type: none"> • Communication & Management skills • A sound understanding of local football leagues
Remuneration	<ul style="list-style-type: none"> • Negotiable base salary and/or incentives