

Organisation: Ellerslie AFC

Job Description: Operations Manager

Position Overview

The Operations Manager is a key leadership position within our club, responsible for ensuring the efficient and effective day-to-day operations of the organisation. This role supports the club's mission to promote opportunities for involvement in football, both on and off the pitch, for the benefit of the community. The Operations Manager will work closely with the Executive Committee, volunteers, coaches, and members to deliver a football experience that inspires our community to thrive at all levels.

Key Responsibilities

- **Operational Leadership**
Oversee the club's daily operations, ensuring all activities align with the club's values, policies, and governance requirements.
- **Facility Management**
Manage the scheduling, maintenance, and safety of club facilities, equipment, and grounds and oversee field bookings.
- **Financial Administration**
Support budgeting, monitor expenses, process invoices, manage debtors and assist with fundraising and grant applications in collaboration with the Treasurer.
- **Sponsorship Management**
Manage the identification and securing of new sponsors for the club as well as supporting and developing the existing club sponsors.
- **Major Club Events**
Manage and coordinate major club events such as junior and senior prize giving's, team photo sessions and junior musters.
- **Federation Liaison**
Oversee all Northern Region Federation (NRF) team entries, administer NRF player compliance protocols and formulate and implement Club systems (e.g. team catalogues, dispensations, suspensions, transfers, ITC's and Friendly Manager/NZF National database).
Liaise with NRF on game day fixtures, weekly management of all cancellations and ground changes pertaining to Tamaki League and NRF competitions.
- **Volunteer and Staff Management**
Recruit, train, and supervise volunteers and operations staff, fostering a positive and inclusive club culture.

- **Programme Coordination**
Administer and coordinate tournaments, academies, holiday programmes and competitions (in conjunction with the Director of Football). Assist in the grade coordination process at the start of each season.
- **Fixtures Management**
Overseeing weekly management of all fixtures relating to Junior, Youth and Senior teams. This includes regrading for Tamaki League fixtures and sending results to the NRF as appropriate.
Ensuring communication of fixture changes to all relevant team members and NRF is completed as required. Weekly allocation of grounds for training and matches for all Junior, Youth and Senior teams including notification of any equipment (ie goals and nets) and alternate playing strips to all relevant team members
- **Compliance and Risk Management**
Ensure compliance with health and safety standards, risk assessments, and relevant legal obligations.
- **Member Engagement**
Serve as a point of contact for member enquiries, feedback, and complaints, ensuring a welcoming and responsive environment.
- **Inventory Management**
Oversee the allocation and management of gear/strips/nets across junior/youth and senior divisions.
- **Reporting**
Provide regular reports to the Executive Committee on operational matters, performance metrics, and areas for improvement.
- **Communication**
Oversee communication content for juniors/youth and provide direction to the Communications Manager

Key Skills and Attributes

- Strong leadership and organisational skills
- Excellent communication and interpersonal abilities
- Experience in facility or event management (sports sector preferred)
- Financial literacy and attention to detail
- Ability to work collaboratively with diverse stakeholders
- Problem-solving skills and adaptability
- Commitment to the values of community sport and inclusivity

Qualifications and Experience

- Relevant tertiary qualification or equivalent experience in sports management, business administration, or a related field
- Previous experience in an operational or management role, preferably within a not-for-profit or sports environment
- Knowledge of governance, health and safety, and compliance requirements for community organisations
- Proficiency with office software and club management systems

Working Conditions

- Part-time or full-time, as determined by the club's requirements
- Some evening and weekend work may be required to support events and activities
- Based at the club's main facility, with occasional travel for meetings or events

How to Apply

Interested candidates should submit a CV and cover letter outlining their suitability for the role. Applications should be sent to applications@ellersliefootball.org.nz by November 1st, 2025.

The club is committed to diversity and inclusion and welcomes applications from all sections of the community.