

POSITION DESCRIPTION

Overview	
Title	Deputy Venue General Manager
Department	Venues
Location	WA
Reports To	Venue General Manager
Work Type	Full-Time Fixed Term Contract
Hours/Days Per Week	37.7

Accountability	
Number of direct reports	0
Number of indirect reports	0
Budget responsibility in \$ (State whether prime, shared or contributory responsibility)	

About Us
<p>The Asian Football Confederation (AFC) has awarded Football Australia hosting rights for the 2026 edition of the AFC Women's Asian Cup™. Having co-hosted the best-ever edition of the FIFA Women's World Cup™ in 2023, Australia will host the Continent's premier women's national team for a second time in history having also staged the 2006 edition of the AFC Women's Asian Cup™.</p> <p>This prestigious event will bring together 12 nations in a tournament structured into three groups of four. Following the resounding success of last year's FIFA Women's World Cup™, Football Australia, its stakeholders and partners are eager to create another tournament that celebrates women's football, delivers legacy outcomes for football and Australian society more broadly.</p> <p>A Local Organising Committee (LOC) has been established for the sole purpose of delivering the 2026 edition of the AFC Women's Asian Cup™ in Australia.</p>
Our Culture & Values
<p>AFC Women's Asian Cup is built on a foundation of inclusivity, respect, and unity, with a rich representation of both First Nations people and the diverse multicultural football community we proudly serve. We are united in our mission to deliver exceptional experiences for players, fans, and all those who are part of our journey. As one team, our strength lies in the trust we place in one another and the broader football family. Excellence drives everything we do, as we strive to create lasting opportunities that contribute to our Legacy 26 and elevate the global game.</p> <p>We strive to achieve this by embodying our core company values, which include:</p> <ol style="list-style-type: none"> 1. Inclusive 2. United 3. Trust 4. Excellence 5. Agility



Background & Purpose of the Role	
<p>This is a fixed term contract-based role.</p> <p>The Deputy Venue General Manager plays a critical role in supporting the overall operational delivery of match and non-match day activities at the venue. Working closely with the Venue General Manager (VGM), this role ensures seamless coordination across multiple program areas, maintains effective stakeholder relationships, and contributes to the safe, efficient, and successful operation of the venue.</p> <p>As a visible and approachable presence on-site, the Deputy Venue General Manager also contributes to a positive team culture by being a friendly face and a trusted colleague who helps solve problems with a calm, can-do attitude.</p>	
Role Responsibilities	
<ul style="list-style-type: none"> • Develop a comprehensive understanding of the venue's operations during tournament time. • Support the Venue General Manager in the execution of all match day and non-match day operations. • Collaborate with various program areas to develop and complete detailed Site Operating Plans. • Create and manage daily run sheets for all match and non-match days. • Assist the VGM and Site Manager with the creation and maintenance of Master Delivery Day Schedules (MDS). • Establish and maintain strong working relationships with internal and external stakeholders. • Coordinate radio communications and equipment for AFC and LOC staff on-site. • Work with the VGM to develop and deliver venue-specific training, including stadium induction policies and procedures for staff and contractors. • Identify and implement creative and cost-effective solutions to operational challenges. • Oversee the on-site activities of assigned program areas to ensure safe and efficient operations. • Facilitate effective communication and information flow between all relevant program areas regarding venue operations. • Provide support to the Venue General Manager in managing catering and cleaning operations, and liaise with venue staff to ensure seamless coordination and efficient service delivery. • Act as deputy to the Venue General Manager as required. 	
Role Outcomes/ Deliverables	
<ul style="list-style-type: none"> • Provide operational planning support to all Program Areas. • Foster and maintain strong, positive working relationships with stadium management and staff. • Facilitate cross-program collaboration and coordinate joint problem-solving efforts. • Communicate clearly and effectively with all Program Areas and AFC to promote a unified, collaborative approach to event delivery. • Offer proactive support during both match days and non-match days. • Prepare daily reports and manage incident documentation accurately and promptly. 	
Major Interactions	
<ul style="list-style-type: none"> • Work closely with all AFC and LOC staff and volunteers to ensure safe operations of the venue. 	
Knowledge, Skills, And Experience	
Essential	<ul style="list-style-type: none"> • Strong organisational and multitasking abilities • Excellent interpersonal and communication skills • Problem-solving mindset with a focus on operational efficiency • Ability to remain calm and effective in high-pressure situations • Experience in event or venue operations is highly desirable

Desirable	<ul style="list-style-type: none"> Experience or knowledge of the stadium will be an added benefit.
Qualifications	
Desirable	You will have a minimum 3 years of management experience in stadium operations for professional sports clubs and/or venue management in the organization of major sporting events. You will also have a strong knowledge of event planning and event project management processes.
<p>The following selected items identify the requirements of the role;</p> <p><input type="checkbox"/> Out of hours and weekend work</p> <p><input type="checkbox"/> Intra and/ or Interstate travel</p> <p><input type="checkbox"/> Significant periods of work away from home</p> <p><input type="checkbox"/> Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation</p>	
Additional Requirements	
<p>To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role;</p> <p><input type="checkbox"/> National Police Check</p> <p><input type="checkbox"/> International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)</p> <p><input type="checkbox"/> Full working rights in Australia</p> <p><input type="checkbox"/> Working with children check (paid/ employee) or state- based equivalent</p>	