



# POSITION DESCRIPTION

## FEMALE PARTICIPATION OFFICER

<b>JOB TITLE:</b>	Female Participation Officer
<b>DEPARTMENT:</b>	Community Football
<b>LOCATION:</b>	NNSWF Head Office – 13 Park Road, Speers Point NSW 2284
<b>REPORTS TO:</b>	Community Football Manager
<b>START DATE:</b>	
<b>END DATE:</b>	
<b>TYPE:</b>	Permanent Full-time

### DIMENSIONS

- |                              |  |
|------------------------------|--|
| • Number of direct reports   |  |
| • Number of indirect reports |  |

### PURPOSE OF ROLE

To implement high quality, sustainable programs which aim to optimise the participation and enjoyment of female players, coaches, match officials and volunteers throughout Northern NSW.

Specifically, this role will coordinate and implement programs and services within Northern NSW, with a particular focus on the recruitment, retention and enhancing the football experience of female participants.

### KEY AREAS OF RESPONSIBILITY

- Implement various recruitment initiatives across NNSW with a specific focus on female participation in playing and non-playing roles (including Referees, Coaches & Volunteers);
- Lead the establishment and growth of ALDI MiniRoos for girl's leagues across NNSW;
- Plan, coordinate and manage ALDI MiniRoos Kick Off for Girls programs;
- Work with Member Zones and clubs to identify and establish alternate forms of football that are more accessible and attractive to new and existing female participants;
- Plan and implement of Girls Football Week activities;
- Coordination of the NNSWF Women's State Cup;
- Assist in the activation of various Indigenous football activities that include opportunities for female participation;
- Assist in the activation of various football opportunities for athletes with disabilities that include opportunities for female participation;
- Work with identified clubs towards meeting future Women's NPL criteria;

- Regular evaluation of programs and services to ensure that the FFA, NNSWF, Member Zones and Clubs are meeting the needs of female participants and stakeholders.

### **KEY OUTCOMES**

- Increase the number of registered female players participating in winter club football
- Increase the number of registered female players participating in non-traditional football
- Increase the number of registered female players participating in ALDI MiniRoos Kick-Off programs
- Decrease the annual churn rate of female players throughout NNSW
- Increase the number of registered female coaches throughout NNSW
- Increase the number of registered female referees throughout NNSW
- Increase the number of registered female volunteers throughout NNSW
- Increase the number of club based female only leagues/competitions throughout NNSW
- Increase the number of non-traditional female only leagues/competitions throughout NNSW

### **KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED**

- Excellent communication skills, particularly written and presentation
- Sound knowledge of ALDI MiniRoos, the FFA community coach education pathway and FFA's Women's Football Development Guide
- Relevant degree or tertiary qualification in sports development related field (e.g. Education, Sports Science etc.) - Desirable
- Proven experience working in community sport - Desirable
- Understanding of female participation issues and challenges within community sport
- Knowledge of the structure of football within Northern NSW
- Strong interest in football
- High level computer skills including Microsoft Office and website management.
- Current NSW Working with Children Check or willingness to gain one

### **MAJOR INTERACTIONS**

- Northern NSW Community Football Manager
- Northern NSW Club Development Officer
- Northern NSW Zones, clubs, coaches and volunteers
- FFA General Manager - Women's Football

### **UNIQUE CRITERIA**

- Significant weekends
- Significant after hours
- Significant State-wide travel

Employee Signature:

Date:

Manager Signature:

Date:

Last Reviewed:

