



POSITION DESCRIPTION

CLUB & REFEREE DEVELOPMENT OFFICER

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| JOB TITLE: | Club & Referee Development Officer |
| DEPARTMENT: | Community Football |
| LOCATION: | NNSWF Head Office – 13 Park Road, Speers Point NSW 2284 |
| REPORTS TO: | Community Football Manager |
| START DATE: | |
| END DATE: | |
| TYPE: | Permanent Full-time |

DIMENSIONS

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

PURPOSE OF ROLE

In the area of Community Football, Northern NSW Football in collaboration with our members and other stakeholders aims to implement sustainable programs of excellence which aim to optimise the participation and enjoyment of players, coaches, referees and volunteers at the grassroots of the Sport throughout Northern NSW.

Specifically this role will coordinate and implement the club & referee development strategies and initiatives in Northern NSW, with a particular focus on the recruitment and retention of participants at all levels within the football family and the implementation of the recommendations emanating from the Northern NSW Football Review of Officiating.

- To assist in the coordination of the Grassroots Coach Education Program across Northern NSW;
- To support and raise standards in clubs through implementation of NNSWF's club development initiatives;
- To provide best practice advice and support to clubs on effective approaches to facility enhancement and management;
- To assist clubs in identifying and applying for appropriate funding;
- To support and assist clubs with the recruitment and retention of players, coaches, club officials and volunteers
- To improve the efficiency and effectiveness of the structure of refereeing in NNSW.

KEY AREAS OF RESPONSIBILITY

Club Development – work closely with Community Clubs, Member Zones and FFA to coordinate and implement Club Development Strategies at a community level with an emphasis on:

- Promotion and implementation of the National Club Accreditation Scheme (NCAS);
- Player, Coach, Club Official and Volunteer retention, recruitment, recognition;
- Raising awareness of FFA's policies to be adhered to by the football community e.g. safeguarding children;
- Promoting funding opportunities for clubs at a community level;
- Deliver the NNSWF Duty Officer Training Program;
- Promote and coordinate NNSWF Respect Campaign activities and initiatives.

Referee Development

- Work closely with other members of the Northern NSW Football Referee Development Task Force, Member Zones and Referee Branches to implement the recommendations emanating from the Northern NSW Football Review of Officiating

Coach Education

- Coordinate NNSWF's Grassroots Month activities;
- Coordinate the delivery of Grassroots Coach Education across NNSW clubs, schools and universities;
- Coordinate the NNSWF Skill of the Week program and other Grassroots coaching support activities;
- Assist clubs to improve the delivery of Small Sided Football.

Volunteers

- Coordinate the NNSWF Volunteer of the Year Program;
- Coordinate the NNSWF Playmaker Award Program;
- Coordinate opportunities for community club volunteers to engage in appropriate training and education.

Inclusive Football

- Identify and coordinate opportunities to increase football participation for CALD footballers across NNSW;
- Coordinate the NNSWF indigenous football program.

Community Engagement

- Develop relationships with zones, clubs, and volunteers and other stakeholders.

Best Practice

- Research and keep up to date with best practice at club level.

Program Evaluation

- Regularly evaluate programs and make improvements to ensure that the FFA, Member Federation and Zones are meeting the needs of the community.

KEY OUTCOMES

- Increase the retention of existing players, coaches, and volunteers in NNSW;
- Increase the number of registered players, coaches, club officials and volunteers in NNSW;
- Increase the number of indigenous, CALD and footballers with a disability registered in NNSW;
- Number of clubs accredited with Level 1 and Level 2 status through the NCAS;
- Number of community club official and volunteers attending training or education programs offered by NNSWF;
- Number of clubs that apply for funding to assist in providing a more positive football experience;
- Number of Community Clubs the engage in the NNSWF Respect Campaign;
- Effective and timely communication with football stakeholders at all levels.
- Number of Match Official Review recommendations implemented

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Excellent communication skills, particularly written and presentation
- Knowledge of the FFA curriculum and the community coach education pathway

- Sound knowledge of the Northern NSW Football Match Official Review
- Proven experience working in community sport
- Experience of working with clubs or within club structures
- Understanding of club development issues and challenges
- Knowledge of the structure of football within Northern NSW
- A passion for football, particularly at a community level

MAJOR INTERACTIONS

- Northern NSW Community Football Manager
- Northern NSW Football Senior Club Development Officer
- Northern NSW Football Member Zones and Referee Branches
- National Community Coach Education Manager
- FFA- National Club Development Manager
- Northern NSW Zones, clubs, coaches and volunteers
- FFA Regional Participation Manager

UNIQUE CRITERIA

- Weekends
- After hours
- Significant State-wide travel

Employee Signature:

Date:

Manager Signature:

Date:

Last Reviewed:
