



POSITION DESCRIPTION

COACH EDUCATION COORDINATOR

JOB TITLE:	Coach Education Coordinator
DEPARTMENT:	Community Football
LOCATION:	NNSWF Head Office – 13 Park Road, Speers Point NSW 2284
REPORTS TO:	Community Football Manager
START DATE:	
END DATE:	
TYPE:	2 year contract

DIMENSIONS

• Number of direct reports	
• Number of indirect reports	

PURPOSE OF ROLE

To implement sustainable programs of excellence which aim to provide Community and Elite coaches with access to accreditation courses, coaching events and resources that will enable them to provide the best Football experience possible for their players.

Specifically this role will coordinate all Coach Education programs and services in Northern NSW, with a particular focus on the:

- Coordination of all Community and Elite Coach accreditation courses;
- Ongoing management of the online accreditation management portal (QMS) ;
- Establishment of a culture of continuous improvement in coach education at both Community and Premier Club level;
- Promotion and distribution of Community and Elite Coach Education resources;
- Improved awareness and engagement with of NNSWF coaching programs and services;
- Delivery of training courses which enable increased attendance and support for coaches at Community and Elite levels.

KEY AREAS OF RESPONSIBILITY

- Effectively coordinate and assist the delivery of Community and Elite Coach Education courses and programs for under FFA guidelines.
- Establish and maintain an annual Coach Education Calendar of Events
- Maintain the database of accredited coaches, Club Coaching Coordinators and Technical Directors and establish regular communication regarding relevant programs and services
- Prepare and distribute relevant resources for Community and Elite Coaches.

- Coordinate and assist in the delivery of Community and Elite Coach Education seminars and other related education opportunities.
- Identify new and upskill current Coaching Education presenters.
- Communicate with accredited coaches about opportunities specific to their coaching situation and/or coaching needs (e.g. accreditation about to lapse)
- Provide assistance to course instructors and other staff when required.
- Provide assistance with specific Community or Elite Football initiatives including local promotional activities for Coaching and Community Programs
- Establish and maintain relationships with key stakeholders in relation to Coach Education opportunities (e.g. Universities, High Schools, TAFE)
- Manage OH&S and other risk-management situations at courses Community and Elite Coach Education Courses and events.
- Implement effective and regular communication relating to Community and Elite Coach Education programs and services

KEY OUTCOMES

- # of Coaches earning a Grassroots Certificate
- # of Coaches attaining a Community Coach Accreditation Courses
- # of Elite Coaches accredited with FFA C and B licenses
- # of Coach Education Seminars implemented throughout NSW
- # of Registered Coaches who have an active Coaching Accreditation
- # of Coaches with lapsed accreditation that re-accredit or upgrade
- % of Community teams who have an appropriately accredited Coach
- % of Community Clubs with a registered Community Coaching Coordinator
- # of Coaches that engage with NSWFF Coach Education Resources
- Establishment of an annual Coach Education Calendar

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Excellent communication skills, particularly written and presentation
- Minimum FFA 'C' License - Desirable
- Relevant Degree or tertiary qualification in coach education or sports development related field (e.g. Education, Sports Science or Coaching) - Desirable
- FFA Community Coach Education Presenter / Assessor accreditation - Desirable
- Sound knowledge of the FFA Community Coach Education Pathway
- Sound knowledge of the FFA Elite Coach Education Pathway
- High level computer skills including Microsoft Office and website management.
- Current NSW Working With Children Check
- Knowledge of the structure of Football within Northern NSW

MAJOR INTERACTIONS

- Northern NSW Community Football Manager
- Northern NSW Technical Director
- National Community Coach Education Manager
- National Elite Coach Education Manager
- Northern NSW Zones, Clubs and Coaches

UNIQUE CRITERIA

- Weekends
- After hours

- Significant State-wide travel

Employee Signature:

Date:

Manager Signature:

Date:

Last Reviewed:
