



# POSITION DESCRIPTION

## COMMUNITY FOOTBALL MANAGER

<b>JOB TITLE:</b>	Coach Education Coordinator
<b>DEPARTMENT:</b>	Community Football
<b>LOCATION:</b>	NNSWF Head Office – 13 Park Road, Speers Point NSW 2284
<b>REPORTS TO:</b>	NNSWF Chief Executive Officer
<b>START DATE:</b>	
<b>END DATE:</b>	
<b>TYPE:</b>	

### DIMENSIONS

• Number of direct reports	4 x Full-time staff, 4 x Part-time staff + Varying casual staff
• Number of indirect reports	
• Budget Responsibility in \$ (state whether prime, shared or contributory responsibility)	\$298,000 – exclusive of salaries

### PURPOSE OF ROLE

In the area of Community Football, to provide high quality leadership and support for Member Zones, Clubs, Schools and other Stakeholders and manage the effective servicing of the broader football community which will maximise opportunities for all and foster life-long support for the game.

Specifically this role will:

- Manage the implementation of the annual FFA Football Plan within Northern NSW, with a particular focus on the provision of high quality football experiences provided to all stakeholders within the Football Family.
- Provide leadership and support to Northern NSW Football Community Football staff
- Ensure that relationships with FFA, Member Zones, Clubs, the Newcastle Jets, , Schools and other Stakeholders are strengthened and a strong working relationship is maintained in the area of Community Football.
- Manage the Facilities Unit in conjunction with FNSW management

### KEY AREAS OF RESPONSIBILITY

- **Project & Program Planning and Delivery** – play a lead role in the strategic and operational planning process associated with the delivery within the Member Federation region of Community Football initiatives including but not limited to; AIA Vitality MiniRoos club football and Kick-Off programs, Member Zone community football competitions, school programs, community coach, recognition and education, Referee administration, recognition and education, club development, Hyundai A-League community engagement, AWD football initiatives, Women and Girls football, facilities, National Club Accreditation Scheme (NCAS), volunteer training and recognition, Indigenous football initiatives and non-traditional football participation opportunities

- **Communication (internal)** – provide effective and regular communication to all relevant Member Federation staff
- **Communication (external)** –implement effective communication strategies for all stakeholders, in particular FFA, member zones, clubs and schools, such that they are up to date with all relevant programs and services available to them and their members.
- **Leadership** – provide leadership in the area of Community Football to all stakeholders
- **Human Resources** – oversee this area in relation to Community Football staff, directing the Performance Appraisal process, facilitating professional development opportunities and providing advice and support to managers on an ongoing basis
- **Project Management** – in the context of the Member Federation, manage the Community Football components of the annual FFA Football Plan including coordinating the involvement of other parts of the business as well as other stakeholders as required
- **Budgeting** – Develop and manage the overall budget for the Northern NSW Football Community Football department.
- **Reporting** – Provide reports relating to Community Football to the CEO as well as other stakeholders as required.

### KEY OUTCOMES

- Implementation of initiatives outlined in the FFA Football Plan
- Increased traditional Winter participation
- Increased non-traditional participation,
- Increased participation by Women and Girls,
- Increased the quality and quantity of registered match Officials,
- Increased the quality and quantity of registered coaches,
- Increased the quality and quantity of registered volunteers,
- Effective communication with and between all stakeholders throughout NNSW,
- Decrease the annual churn rate,
- Increased the sports ability to access funding to improve community football facilities, A highly productive Community Football team who have opportunities for professional development as appropriate

### KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Relevant tertiary qualifications
- Proven skills and experience in the area of sports development, particularly at a state level
- Excellent written and verbal communication skills
- Highly organised with a strong attention to detail
- Strong leadership ability particularly in relation to stakeholder management and staff development
- Project Management experience

### MAJOR INTERACTIONS

- NNSWF CEO
- FFA Head of Community Football and Womens Football
- FFA National Participation Manager
- FFA National MiniRoos Manager
- Community Football Staff
- Newcastle United Jets management & staff
- NSW Facilities Unit
- Other Member Federations
- Commercial partners
- State Department of Sport & Recreation
- Football Community – state, zone, club, individual

### UNIQUE CRITERIA

- Weekends
- After hours
- Significant State-wide travel

Employee Signature:

Date:

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Manager Signature:

Date:

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Last Reviewed:

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