



# 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 sustainable programs of excellence which aim to optimise the participation and enjoyment of female players, coaches, match officials and volunteers at the grass roots of the Sport throughout Northern NSW.

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

### KEY AREAS OF RESPONSIBILITY

#### Female specific player recruitment & retention activities

- Implementation of various recruitment initiatives across NNSW with a specific focus on female participation
- Implementation and coordination the Northern NSW Football Quick Kicks Program
- Continuing the OSSF rollout across NNSW with specific focus on female participation
- Implementation and co-ordination of Schools 5-a-side Gala Days
- Conducting Newcastle Jets WWL Community Engagement activities
- Working with Member Zones to identify and establish alternate forms of football that are more accessible and attractive to female participants
- Implementation and coordination of Northern NSW Girls Football Week
- Implementation and coordination of Women's Football Forum
- Implementation of Girls Only SSF within each Member Zone

- Implementation and coordination of Newcastle Jets WWL Coaching Clinic

#### **Female match official recruitment & retention activities**

- Co-ordination and implementation of instructing referee and junior match official programs
- Assist in the coordination and implementation of the NNSWF match official recognition program
- Assist the coordination of the Female TAP Camp

#### **Female coach recruitment & retention activities**

- Coordination and implementation of Female Coach Education courses
- Assist in the implementation of Northern NSW Footballs Grassroots Week with a specific focus on female participation

#### **Female specific volunteer recruitment & retention activities**

- Assist in the implementation and coordination of NNSWF volunteer recognition programs
- Assist in the implementation and coordination of volunteer training seminars with a specific focus on female participation
- Implementation and coordination of the Female Volunteer Networking Evening

#### **Other**

- Implementation and coordination of various Indigenous football activities that include opportunities for female participation
- Implementation and coordination of various football opportunities for athletes with disabilities that include opportunities for female participation
- Implementation and coordination of the Newcastle Jets HAL half time MiniRoos demonstrations

#### **Program Evaluation**

- 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 football opportunities available for female participants
- Increase the number of new registered female players throughout NNSW
- Increase the number of new female community coaches throughout NNSW
- Increase the number of new female match officials throughout NNSW
- Increase the retention rate of existing female players, coaches, match officials and volunteers in NNSW
- Increase the awareness of football opportunities available to female participants

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

- Excellent communication skills, particularly written and presentation
- Sound knowledge of MiniRoos and the FFA community coach education pathway
- Appropriate accreditation and ability to deliver community Coach Education, Instructing Referee and Volunteer Training courses.
- Proven experience working in community sport.
- Understanding of female participation issues and challenges within community sport
- Knowledge of football within Northern NSW
- Strong interest in football

### **MAJOR INTERACTIONS**

- Northern NSW Community Football Manager
- FFA Regional Participation Manager
- Northern NSW Club Development Officer
- Northern NSW Zones, clubs, coaches and volunteers
- National Community Coach Education Manager
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### **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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