



POSITION DESCRIPTION

FOOTBALL EVENT & OPERATIONS COORDINATOR

JOB TITLE:	Football Event & Operations Coordinator
DEPARTMENT:	Football Operations
LOCATION:	NNSWF Head Office – 13 Park Road, Speers Point NSW 2284
REPORTS TO:	Football Operations Manager
START DATE:	
END DATE:	

DIMENSIONS

• Number of direct reports	
• Number of indirect reports	1

PURPOSE OF ROLE

- The role of the Football Operations Coordinator is to provide administrative support to the Football Operations Manager ensuring professional management practices which facilitate the conduct of successful competitions, special events and the implementation of best practice administration procedures within the Football Operations portfolio.

KEY AREAS OF RESPONSIBILITY

- Facilitate Northern NSW Football special events and competitions.
- Facilitate FFA National Youth Championships.
- Facilitate Premier Competition Final Series fixtures.
- Develop and maintain electronic communication techniques / structures / programs
- IT support for staff members
- Other duties as required from time to time by the Operations Manager

KEY OUTCOMES

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Competent level of computer skills including Microsoft Office, QuickBooks and Adobe Creative Suite.
- Excellent verbal and written communication skills.
- Highly organised with exceptional time management skills.
- Strong attention to detail.
- Highly motivated with hands on approach to all tasks.
- Effective problem solving skills.
- Ability to work within a team environment.
- Ability to work independently.

MAJOR INTERACTIONS

- Football Operations Manager.
- Staff.
- Member Zones.
- Member Clubs

UNIQUE CRITERIA

- Able to work weekends and perform tasks outside of normal recognised working hours.
- Able to liaise with and manage volunteer groups and organisations.
- Able to travel intrastate on occasions.

Employee Signature:

Date:

Manager Signature:

Date:

Award Grade:

Last Reviewed: