



POSITION DESCRIPTION

SENIOR OFFICER – PREMIER CLUB DEVELOPMENT & COMPLIANCE

JOB TITLE:	Senior Officer – Premier Club Development & Compliance
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

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 grass roots of the Sport throughout Northern NSW.

Specifically this role will coordinate and implement club and referee development strategies and initiatives in collaboration with Member Zones, Referee Branches and clubs competing in NNSWF's Premier Competitions (NPL, First Division and WPL) that are licenced or aiming to be licenced in accordance with the terms of the Elite Club Accreditation Criteria (ECA).

- To support and assist elite clubs to adhere to the requirements of the ECA and NNSWF's Facility and Matchday Requirements;
- To coordinate the Community Coach Education Program throughout NNSW (Junior, Youth and Senior);
- To support and raise standards in elite and community clubs through the 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 support and assist elite clubs with the recruitment, retention, education and recognition of players, coaches, club officials and volunteers;
- To identify and assist clubs that have the potential to compete in NNSWF's Premier Competitions;
- To assist clubs competing in the WPL to implement the activities identified in the WPL Strategic Plan.
- To improve the efficiency and effectiveness of the structure of refereeing in NNSW.

KEY AREAS OF RESPONSIBILITY

Club Development

- Work closely with NNSWF clubs to implement NNSWF Club Development Strategies with an emphasis on:
- Providing support and assistance to NPL clubs in managing the Player Points System (PPS);
- Elite Club Coach, Official and Volunteer retention, recruitment, education & recognition;
- Implementing the key activities outlined within the NNSWF WPL Strategic Plan
- Coordinating and promoting the NNSWF Respect campaign through NNSWF's elite clubs;
- Promoting appropriate funding opportunities for elite clubs;
- Identifying and supporting potential elite clubs in meeting the appropriate competition criteria.

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

- Coordinating accredited community coach education programs at junior, youth and senior level;
- Providing opportunities for elite club coaches to engage in relevant education, training and support programs.

Volunteers

- Coordinate the NNSWF Duty Officer Training Program among elite clubs.

Facilities

- Coordinate the NNSWF Facilities Blue-Print;
- Promote best practice approach to facility management, particularly in regard to risk management and safety.

Community Engagement

- Develop relationships with elite clubs, coaches, volunteers and other relevant stakeholders.

Best Practice

- Research and keep up to date with best practice at elite club level. Including promoting inclusive practices.

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

- Number of accredited junior, youth and senior coaches registered through MyFootballClub;
- Number of elite club volunteer education and training opportunities provided;
- Number of NPL clubs adhering to and successfully managing the PPS;
- Increase the retention of existing coaches, club officials and volunteers registered with NNSWF elite clubs;
- Number of elite clubs that apply for funding to assist in meeting or exceeding the Premier competition criteria;
- Number of clubs that undertake FFA Club Accreditation Scheme;
- Number of completed facility Blue-Print documents;
- Effective and timely communication with football stakeholders at all levels;
- Number of clubs adhering to and supporting the NNSWF Respect campaign;
- Successful implementation of the key activities outlined in the WPL Strategic Plan;
- Number of clubs competing in NNSWF Premier Competitions.
- Number of Match Official Review recommendations implemented

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Excellent communication skills, particularly written and presentation;
- Excellent negotiation skills;
- Knowledge of the FFA community coach education pathway;
- Sound knowledge of the Northern NSW Football Match Official Review
- Proven experience working in community sport;

- Experience of working with elite clubs or within elite club structures;
- Understanding of development issues and challenges faced by elite clubs;
- Knowledge of football in Northern NSW; and
- Strong interest in football

MAJOR INTERACTIONS

- Northern NSW Community Football Manager;
- Northern NSW Community Club Development Officer;
- Northern NSW Football Operations Manager;
- Northern NSW Football Member Zones and Referee Branches
- FFA- National Club Development Manager;
- Northern NSW Football Premier Competition clubs, coaches and volunteers;
- LGA, State & Federal Government;
- NSW Department of Sport & Recreation; and
- Australian Sports Commission

UNIQUE CRITERIA

- Weekends
- After hours
- Significant State-wide travel

Employee Signature:

Date:

Manager Signature:

Date:

Award Grade:

Last Reviewed:
