



POSITION DESCRIPTION

NEWCASTLE PERMENANT CLUB DEVELOPMENT OFFICER

JOB TITLE:	Newcastle Permanent Club Development Officer
DEPARTMENT:	Community Football
LOCATION:	NNSWF Head Office – 13 Park Road, Speers Point NSW 2284
REPORTS TO:	Community Football Manager
START DATE:	
END DATE:	
TYPE:	Permanent full-time

DIMENSIONS

• Number of direct reports	
• Number of indirect reports	

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, and volunteers at the grassroots of the Sport throughout Northern NSW.

Specifically, this role will coordinate and implement the club development strategies and initiatives in Northern NSW, with a particular focus on building the capacity of Community Clubs and the recruitment and retention of participants at all levels within the football family.

- To support and raise standards in clubs through implementation of NNSWF's club development initiatives;
- To provide support to clubs on effective approaches to facility enhancement and management;
- To assist clubs in identifying and applying for appropriate funding;
- To support and assist clubs with the recruitment and retention of players, coaches, club officials and volunteers

KEY AREAS OF RESPONSIBILITY

- Promotion and implementation of the National Club Accreditation Scheme (NCAS);
- Player, Coach, Club Official and Volunteer retention, recruitment, recognition;

- Raising awareness of FFA's policies to be adhered to by the football community e.g. safeguarding children;
- Promote and coordinate NNSWF Respect Campaign activities and initiatives.
- Assist in the coordination of community coach education activities;
- Coordinate and implement opportunities for community club volunteers to engage in appropriate training and education.
- Coordinate & deliver the Newcastle Permanent Volunteer Training Series.
- Coordinate the Newcastle Permanent Volunteer of the Year Program;
- Coordinate the Newcastle Permanent Coach of the Year Program;
- Coordinate the Newcastle Permanent Club of the Month Program;
- Coordinate and implement opportunities for community club volunteers to engage in appropriate training and education.
- Identify and coordinate opportunities to increase football participation for CALD footballers across NSW;
- Coordinate the NNSWF indigenous football program;
- Identify opportunities to expand the NNSWF Football 4 All program throughout NSW.

KEY OUTCOMES

- Increase the retention of existing registered players, coaches, and volunteers in NSW;
- Increase the number of registered players, coaches, club officials and volunteers in NSW;
- Increase the number of indigenous, CALD and footballers with a disability registered in NSW;
- Increase the number of clubs accredited with Level 1 and Level 2 status through the NCAS;
- Increase the number of community club officials and volunteers engaging in training or education offered by NNSWF;
- Effective and timely communication with football stakeholders at all levels.

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Excellent communication skills, particularly written and presentation
- Knowledge of the FFA curriculum and the community coach education pathway
- Knowledge of the FFA National Club Accreditation Scheme
- Proven experience working in community sport
- Experience of working with clubs or within club structures
- Understanding of club development issues and challenges
- Knowledge of the structure of football within Northern NSW
- A passion for football, particularly at a community level

MAJOR INTERACTIONS

- Northern NSW Community Football Manager
- Northern NSW Football Senior Club Development Officer
- Northern NSW Football Member Zones
- NSW Advocacy and Facilities Unit
- Northern NSW Zones, clubs, coaches and volunteers

UNIQUE CRITERIA

- Significant weekends
- Significant after hours
- Significant state-wide travel

Employee Signature:

Date:

Manager Signature:

Date:

Last Reviewed: