



About Kick-On for Women

Northern NSW Football (NNSWF) is the peak body charged by Football Federation Australia with the responsibility of growing, developing and promoting the sport of Football throughout Northern NSW.

NNSWF's Kick-On for Women program is a modified football program, focused on introducing females to team sports and engaging them in physical activity. It is delivered in an environment that is welcoming, encouraging, social and accepting.

The program delivers weekly sessions, based around football with a particular focus on fun and simple skills and games.

Fun, Football & Friendship.

Hub Coordinator

Hub Coordinators will be responsible for the delivery of the Kick-On for Women program at their specified venue on behalf of Northern NSW Football.

Reporting to the Project Officer, the Hub Coordinators will be responsible for the:

- communication & engagement with participants and facilitators (coaches)
- set-up/set down of program equipment
- delivery of NNSWF session plan
- ensuring that all participants have an enjoyable football experience, learn new skills and develop supportive relationships
- management of facilitators (coaches) and venue
- program attendance reports
- assessing weather and upholding the NNSWF weather policies
- advocacy of the program within the local community

Successful applicants will be required to attend a Kick-On for Women online induction two weeks before the program starts.

Employment Conditions and Remuneration Package

This role is being offered on a contract basis with the possibility of extended employment into other terms. Remuneration will be provided at a rate of \$50 per session. Start date week commencing 19 October 2020.

Applications close: 5pm Monday 21 September 2020

Enquiries to: mforbes@northernnswfootball.com.au

[APPLY NOW](#)



POSITION DESCRIPTION

HUB COORDINATOR – KICK-ON FOR WOMEN

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|--------------------|---|
| JOB TITLE: | Hub Coordinator – Kick-On for Women |
| DEPARTMENT: | Community Football |
| LOCATION: | |
| REPORTS TO: | NNSWF Kick-On for Women Project Officer |
| START DATE: | October 2002 |
| END DATE: | Dec 2020 |
| TYPE: | 8 Weeks Casual employment |

PURPOSE OF ROLE

To create a community for females that supports the values of the Kick-On for Women program; to engage participants in a positive and encouraging environment; to lead hub facilitators by example; to coach participants through 45 minute session as outlined in session plan; deliver a program that is fun and encourages all levels of skill/ability.

KEY AREAS OF RESPONSIBILITY

- Work with the NNSWF Kick-On for Women Project Officer to attract participants to the program
- Create an environment that is consistent with values of Kick-On for Women (Friendly, Positive, Energetic, Inclusive)
- Demonstrate clear communication and positive engagement with participants and facilitators
- Manage Facilitators and participants
- Deliver an effective session as outlined in the session plan provided
- Ensure instructions are clear and appropriate education of exercises/skills/games provided
- Engage participants in the session's activities
- Implement NNSWF's wet weather and heat plan for hub;
- Report safety issues/incidents/accidents
- Set up/pack down of venue & program
- Provide attendance reports & session feedback
- Promote completion of evaluations and feedback surveys by participants
- Engage with major Stakeholders including Schools, Member Zones, Member Clubs, local councils and women's services as necessary

KEY OUTCOMES

- Positive and engaging environment
- X% of participants will be satisfied with the delivery of the program as identified through the program evaluation survey
- Retention rate of participants from term to term/progress of participants to other forms of football

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Excellent communication skills
- Understanding of female participation issues and challenges within community sport
- Proven experience working in community sport and women in sport
- Strong interest in engaging women in positive health initiatives
- Appropriate accreditation, Kick-On for Women Facilitators Certificate
- Desired - Knowledge of football within Northern NSW

MAJOR INTERACTIONS

- Northern NSW Football Project Officer
- Program participants
- Facilitators
- Coordinators from other hubs
- Local Football clubs
- NNSWF Female Participation Officer

UNIQUE CRITERIA

- Flexible hours, evening work, access to technology
- Ability to store hub equipment
- Complete program specific training

Employee Signature:

Date:

Manager Signature:

Date:

Last Reviewed:
