



REGIONAL CO-ORDINATOR NORTHERN INLAND - TAMWORTH

Northern NSW Football (NNSWF) is the Member State charged by Football Australia (FA) with the responsibility of growing, developing and promoting the sport of Football throughout northern NSW. Our vision is to be the largest and most popular sport for males and females.

NNSWF's responsibilities include the administration of official football activities throughout Northern Inland. To fulfil our obligations effectively, NNSWF seeks to appoint a suitably qualified and experienced administrator to tangibly support stakeholders and implement a range of sanctioned football activities. The Regional Co-ordinator will underpin administer the newly established unincorporated association through effective communication with affiliated clubs and other stakeholders.

The Regional Co-ordinator's responsibilities include:

- Initial point of contact for affiliated clubs and stakeholders;
- Implement a myriad of sanctioned football activities including MiniRoos, Zone Competitions, Summer Football and Futsal;
- Liaise with Local Government Authorities and schools;
- Assist in scheduling and implementation of Coach and Match Official accreditation courses;
- Act as the conduit between local stakeholders and NNSWF;
- Build and maintain excellent working relationship with Northern Inland Academy of Sport;
- Act as secretary for Northern NSW Football – Northern Inland unincorporated association; and
- Assistance in annual budgeting process

The person we are looking for will have the following:

KNOWLEDGE, QUALIFICATIONS AND SKILLS REQUIRED:

- Strong interest in Football;



Community Partner



A MEMBER
STATE OF



FOOTBALL
AUSTRALIA

Lake Macquarie Regional Football Facility | 13 Park Road Speers Point NSW 2284 | PO Box 149 Boolaroo NSW 2284

T 02 4941 7200 | E reception@northernnswfootball.com.au | www.northernnswfootball.com.au

ACN 001 887 467 | ABN 80 001 887 467



- Competent level of computer skills, Microsoft Word, Excel, Outlook and Competition Software Programs
- Excellent verbal and written communication skills;
- Well organised with excellent time management skills;
- Excellent attention to detail;
- Effective problem solving skills;
- Motivated hands-on approach to all tasks;
- Ability to work within a team environment; and
- Ability to work independently

PLEASE NOTE:

Applicants **MUST** submit a curriculum vitae and a cover letter which individually outlines their proficiency in relation to the identified key **Knowledge, Qualifications and Skills Required.**

Employment Conditions and Remuneration Package

Permanent full-time. Salary commensurate with Level 6 of the Sporting Organisation Award.

Applications close: Friday 14 January 2022.

A detailed position description can be found on our website at www.northernswfootball.com.au

Applications should be forwarded to hr@northernswfootball.com.au with telephone enquiries to Margaret Wand on 4941 7214.

