



POSITION DESCRIPTION

Regional Coordinator – Northern Inland

JOB TITLE:	Regional Coordinator – Northern Inland
BUSINESS:	Northern NSW Football
LOCATION:	Suite 3, 468-472 Peel Street, Tamworth NSW 2340
REPORTS TO:	General Manager Football Operations
REMUNERATION:	In line with Award – Grade 6
BUSINESS HOURS:	Based on a 38-hour week, generally, Monday to Friday 9am to 5pm with evening and weekend work as required
Number of direct reports	nil
Number of indirect reports	nil

PURPOSE OF ROLE

The Regional Coordinator (RC) will lead Northern NSW Football's commitment to directly grow, develop and promote the game throughout Northern Inland through effective governance and administration. The role will oversee the implementation of successful competitions through the provision of best practice sports administration and promote NNSWF's programs and services. The RC will also be responsible for administering the unincorporated association and communicating effectively with member clubs.

KEY AREAS OF RESPONSIBILITY

COMPETITION MANAGEMENT

- Facilitate the Zones Competition administration requirements
- Format Competition Fixture Draws & Team Nomination
- Facilitate Zone Competition Player Registrations
- Implement Grand Finals Series
- Administer Player/ Team Official infringements
- Administration of initial disciplinary procedures and liaising with Competition Administrator on required issues
- Administer Off Season Competition Activities (Summer Football and Futsal)
- Provide technical support for FFA National Registration System and Competitions System to NIF club administrators
- Other duties as directed by the Football Operations Manager

MEDIA & COMMUNICATIONS

- Maintain and administer social media accounts
- Implement Player Recruitment Campaigns
- Engage with local media
- Identify and secure local sponsorship opportunities

PARTICIPATION

- Assist in scheduling and implementation of Coach and Match Official accreditation courses
- Engage with Local Government Authorities

GENERAL

- Maintain relationship with Northern Inland Academy of Sport
- Act as secretary for Northern NSW Football – Northern Inland unincorporated association
- Assistance in annual budgeting

KEY OUTCOMES TO BE MEASURED AGAINST STRATEGIC OBJECTIVES WITHIN THE OPERATIONAL PLAN.**SUMMARY OF KPI's;**

- Satisfaction level of clubs participating within Northern NSW Football Northern Inland competitions
- Fixture Draws completed by identified date
- Player Registrations completed by identified date
- Accuracy and timing of results and points tables updated on Competition Management System
- Player/ Team Official infringements updated and distributed weekly
- Acceptable level of adherence to NNSWF's and FFAs Policies and Procedures

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- 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.
- Ability to work independently
- Keen interest in football

DESIRABLE SKILLS

- Certificate III in Business Administration and or three (3) years relevant experience.

MAJOR INTERACTIONS

- Northern NSW Football General Manager Football Operations
- Northern NSW Football Staff
- Club Administrators
- Northern Inland unincorporated association
- Local government / council staff
- Local media outlets

Employee Signature:**Date:**

Manager Signature:**Date:**

Award Grade:

Last Reviewed: