



POSITION DESCRIPTION

NNSWF Programs Co-ordinator



TITLE:	NNSWF Programs Co-ordinator
DEPARTMENT:	Community Football
LOCATION:	13 Park Road Speers Point, NSW 2284
REPORTS TO:	Community Football Manager
DATE:	1 September 2021
POSITION END DATE: <i>(if applicable)</i>	One Year Fixed-Term

DIMENSIONS

Number of direct reports	n/a
Number of indirect reports	n/a
Budget responsibility in \$.	N/A

Purpose of Role

NNSWF seeks to appoint a Programs Co-ordinator who will be responsible for administering and implementing programs which aim to better connect underrepresented communities including CALD and Indigenous through collaboration with relevant government and private agencies, Member Zones, schools and football clubs. The role aims to facilitate inclusive, sustainable and enjoyable football experiences for all.

The Programs Co-ordinator's responsibilities include:

- MiniRoos Multicultural Settlement Programs;
- NNSWF's Football Five5 World Cup;
- NNSWF's Talented Indigenous Scholarship program;
- MiniRoos Club Gala Days;
- Primary School Gala Day Series; and
- MiniRoos Kick-Off for Girls programs.

This appointment is aligned with Football Australia's Principles I, IV, VII, IX and X to increase football participation in Australia and will focus on aligning and executing the National Strategy within NNSW.

Key Areas of Responsibility

- Identify and build relationships with all relevant stakeholders (clubs, Member Zones, councils, community leaders and organisations) to maximize reach and local credibility.
- Identify, recruit & oversee the development of program facilitators.
- Provide education and support to community clubs to maximise engagement with local CALD communities.
- Conduct program visits to assess and ensure they are delivered to the highest standard in an inclusive, welcoming, and culturally appropriate environment.
- Work with deliverers and community clubs on offering participation pathways and assist to transition players to Club Football.

- Work with NNSWF staff to oversee the training and development of local workforce through coach education and other relevant training.
- Planning, administration, and delivery of all relevant programs including responding to enquiries, following up leads, data entry, digital registrations, processing MiniRoos participation packs as required, 'on-ground' coordination and communication to participants/stakeholders.
- Conduct post-program reviews and evaluations through surveys and report on deliverables to Northern NSW Football and Football Australia.
- Work with NNSWF community staff to increase CALD participation in community programs as players, facilitators, and deliverers more broadly; and
- Support Northern NSW Football and Football Australia through the development of CALD specific content.
- Other duties as directed by NNSWF Head of Football Development.

Key Performance Indicators

- # of players participating in MiniRoos Multicultural Settlement.
- # of players participating in NNSWF's Football Five5 World Cup.
- # of teams participating in Primary School Gala Day Series.
- # of teams participating in Club MiniRoos Gala Day Series.
- # of players participating in MiniRoos Kick-Off for Girls programs.
- Increased collaborations and partnerships with local CALD stakeholders and community organisations.
- # of players that transition from NNSWF programs into Club Football annually; and
- % growth of CALD players registered with Member Clubs.

Knowledge, skills, and behavior required.

- Completed tertiary qualifications in sport management, social work or a related area of study (preferred).
- Demonstrated experience in program administration and implementation (sport preferred).
- Strong stakeholder relationship building skills.
- Demonstrated experience working with migrants and CALD communities and the application of inclusive processes.
- An understanding of the settlement sector and the different migrant and refugee journeys.
- Strong understanding of the structure of football within NSW.
- Excellent written and verbal communication skills.
- Strong IT (MS Office) and administrative skills with a high level of attention to detail.
- A high degree of self-motivation and ability to work autonomously.
- Hold a valid 'paid' Working with Children Check; and
- Full Driver's license.

Major interactions

- NNSWF Community Football staff.
- Football Australia Community Football staff.
- NNSWF Marketing & Communications staff.
- Member Zones and Clubs.
- State and Local Government.
- Local CALD community leaders;
- Schools; and
- Community Service Organisations (Migrant Resource Centres, Settlement sector etc.)

Unique Criteria (e.g. unique work hours, significant travel, significant periods of work remote from office)

- Significant after hours and weekend work will be required; and
- Significant intrastate and Interstate travel required.