



POSITION DESCRIPTION

FEMALE PARTICIPATION & INCLUSION OFFICER

JOB TITLE:	Female Participation & Inclusion Officer
DEPARTMENT:	Football Development
LOCATION:	NNSWF Head Office – 13 Park Road, Speers Point NSW 2284
REPORTS TO:	Community Football Manager
START DATE:	TBC
END DATE:	n/a
TYPE:	Permanent Full-Time

DIMENSIONS

Number of direct reports	
Number of indirect reports	

PRIMARY PURPOSE OF ROLE

In collaboration with NNSWF’s Member Zones, affiliated clubs, relevant agencies and other stakeholders, the Female Participation & Inclusion Officer will develop, coordinate and implement the suite of sustainable programs and services throughout NNSW which aim to recruit and retain females and individuals from other identified underrepresented groups through the provision of enjoyable and fulfilling football experience.

KEY AREAS OF RESPONSIBILITY

1. Lead the establishment and growth of MiniRoos for girl’s teams and leagues across NNSW.
2. Lead the establishment and growth of modified, non-traditional and program-based participation opportunities for Women & Girls.
3. Identify and develop opportunities to increase the percentage of Women & Girls who are engaged in non-playing roles at club level (Coaches, Match Officials, Volunteers).
4. Work with individual clubs to build their capacity to create more inclusive and welcoming environments for Women & Girls.
5. Plan and implement NNSWF’s Female Football Week activities.
6. Plan and implement NNSWF’s NAIDOC Week activities.
7. Assist in the coordination of the NNSWF Women’s State Cup including coordination and management of NNSWF’s Indigenous Women’s Team.
8. Identify and connect AWD, Indigenous and CALD participants with appropriate participation opportunities.
9. Coordinate and grow NNSWF’s Female Football Club Ambassador program.
10. Identify and apply for relevant funding opportunities related to inclusion and female participation.
11. Secretariat of NNSWF’s Women & Girls Advisory Group.
12. Secretariat of NNSWF’s Indigenous Advisory Group

13. Manage the Newcastle Jets half-time MiniRoos demonstrations for home A. League matches (Men's & Women's)
14. Assist clubs to understand and connect with the 2023 Women's World Cup and NSW Football Legacy Program activities.
15. Assist in the coordination and delivery of NNSWF's School and Club Gala Day program
16. Regular evaluation of programs and services delivered by NNSWF to ensure they are meeting the needs and expectations of participants and stakeholders.

KEY OUTCOMES

- Increase the number of registered Girls participating in club MiniRoos teams.
- Increase the number of all girls MiniRoos teams.
- Increase the number of registered Women & Girls participating in non-traditional football programs.
- Decrease the annual churn rate of Women & Girls throughout NNSW
- Increase the number of accredited female coaches throughout NNSW
- Increase the number of registered female referees throughout NNSW
- Increase the number of registered female volunteers throughout NNSW
- Increase the number of registered Indigenous, CALD and AWD participants throughout NNSW
- Increase the number of NNSWF Clubs who have a registered Female Football Club Ambassador

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- An understanding and awareness of NNSW's diverse communities and the associated barriers to participation in football.
- Proven experience working in community sport or inclusion and diversity community projects or activities – Desirable.
- Knowledge of the structure of football within Northern NSW.
- Relevant degree or tertiary qualification in sports development related field (e.g. Education, Sports Science etc.) – Desirable.
- Strong interest in football.
- Excellent communication skills, particularly written and presentation.
- Proven and successful track record of engendering the support of volunteers.
- High level computer skills including Microsoft Office;
- Drivers licence; and
- Current 'paid' NSW Working with Children Check or willingness to gain one.

MAJOR INTERACTIONS

- Northern NSW Football - Community Football Manager
- Northern NSW Football – Legacy Manager
- Northern NSW Football Member Zones, clubs, coaches, match officials and volunteers
- Northern NSW Football Women & Girls and Indigenous Advisory Groups
- Relevant community organisations
- Football NSW
- Football Australia

UNIQUE CRITERIA

- Willingness and ability to work flexible hours on weekends and evenings
- Significant State-wide travel

Employee Signature:

Date:

Manager Signature:

Date:

Last Reviewed: June 2022