

5 November 2018

## POSITION VACANCY – COMMUNITY LEAGUES COORDINATOR

Reporting to: Competitions Manager

Department: Participation

Location: Deakin, Canberra, Australian Capital Territory

The ACT Football Federation (trading as Capital Football) is the governing body for football and futsal in the ACT and surrounding region. Capital Football is comprised of 46 clubs with over 31,000 registered participants including players, coaches, referees and club administrators.

### PRIMARY OBJECTIVE

The Coordinator Community League role is a full-time position coordinating Capital Football senior men's and women's State League and Masters competitions.

The Coordinator Community League will also coordinate the summer football competitions delivered by Capital Football and our clubs.

The Coordinator Community League will work with the Manager Competitions to administer the leagues including; registration of players, development of match schedules, recording of match data, drafting of regulations and communication with clubs.

### KEY AREAS OF RESPONSIBILITY

#### General

- Contribute to the develop of annual budgets and operations plans
- Performs all duties as directed by the Head of Participation and Manager Competitions

#### Community Leagues

- Coordinate State League and Masters competition draws
- Apply the Competition Rules and other relevant policies, regulations and statutes
- Coordinate the processing of match cards and related data management
- Maintain and publish competition tables including scores and goal scorers
- Coordinate player self-registrations, including liaison with the club to provide support
- Liaise with the Competition Manager on disciplinary matters
- Liaise with the Referee's Coordinator on referee appointments and related matters
- Maintain regular and effective communication and liaison with clubs



- Assist with the preparation of media releases and other promotion information
- Provide secretariat and administrative support to relevant Advisory Committees
- Work within the Community League budget
- Assist with the requisition of invoices for ground hire, referee payments, registration fees, insurance and other levies
- Maintain and update Community League information on the Capital Football website
- Prepare all required data for annual reports and strategic planning
- Other league related duties as required from time to time.

### Summer Football

- Arrange and manage Summer Football competition draws
- Coordinate all logistics for the competitions delivered by Capital Football
- Coordinate the self-registration of players to Summer Football competitions
- Liaise with the Commercial Department and clubs regarding establishment of registration packages
- Maintain and update Summer Football information on the Capital Football website
- Liaise with the Competition Manager on disciplinary matters

### KNOWLEDGE, SKILLS AND BEHAVIOUR REQUIRED

- Demonstrated competition management experience
- Demonstrated stakeholder engagement experience
- Demonstrated conflict resolution experience
- Demonstrated customer service experience
- Comprehensive understanding of competition structure and delivery
- High level communication skills (verbal and written)
- Highly organised
- Team player
- Eligible to work in Australia
- Working with Vulnerable people compliant

### MAJOR INTERACTIONS

- Capital Football Competitions Manager
- Capital Football Staff, Contractors and volunteers
- Capital Football Club Presidents and Secretaries
- Football Federation Australia
- ACT Government and Active Canberra

### APPLICATIONS

Please address all applications to the Chief Executive Officer - Capital Football

Applications must be lodged by email to [recruitment@capitalfootball.com.au](mailto:recruitment@capitalfootball.com.au) **no later than 30 November 2018.**

