

5 November 2018

POSITION VACANCY – FUTSAL 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 Futsal Leagues Coordinator role is a full-time position delivering the Capital Football senior men's and women's Futsal competitions, and the Futsal Premier League.

The Futsal Leagues Coordinator will also support our affiliates in the ACT and surrounding region that deliver junior futsal competitions.

The Futsal Leagues Coordinator will work with the Competitions Manager to administer the leagues including; registration of players, development of match schedules, recording of match data, drafting of regulations and communication with clubs. They will also develop and provide resources to enhance junior competitions, and will provide governance and disciplinary support.

KEY AREAS OF RESPONSIBILITY

General

- Contribute to the develop of annual budgets and operations plans
- Prepare and monitor comprehensive project plans for the delivery of all futsal leagues
- Performs all duties as directed by the Head of Participation and Competitions Manager

Senior Social and Premier Leagues

- Coordinate Senior Social and Premier League competition draws
- Appoint and manage Futsal Centre Venue Managers
- Apply the Competition Rules and other relevant policies, regulations and statutes
- Coordinate the processing of match cards and related data management
- Monitor the publishing of competition tables including scores and goal scorers
- Coordinate player self-registrations, including liaison with the centre to provide support



- Liaise with the Competition Manager and centres on disciplinary matters
- Liaise with the Referee's Coordinator on referee appointments and related matters
- Maintain regular and effective communication and liaison with centres and teams
- Assist with the preparation of media releases and other promotion information
- Provide secretariat and administrative support to relevant Advisory Committees
- Work within the Futsal Leagues budget
- Assist with the requisition of invoices for court hire, referee payments, registration fees, insurance and other levies
- Maintain and update Futsal 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.

Junior Leagues

- Develop and establish programs to build the capacity of Junior Futsal Competitions deliverers.
- Provide advice, support and resources to Junior Futsal competition disciplinary processes.
- Develop and deliver registration campaigns to support Junior Futsal competitions.
- Connect Junior Futsal Competition deliverers with programs to enhance the participant experience including coach and referee education
- Maintain regular and effective communication and liaison with competition providers
- Assist with the preparation of media releases and other promotion information
- Work within the Futsal League budget
- Assist with the requisition of invoices for registration fees, insurance and other levies
- Maintain and update Futsal 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.

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
- Junior Futsal Competition Deliverers
- Futsal Centres

APPLICATIONS

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

Applications must be lodged by email to recruitment@capitalfootball.com.au **no later than 30 November 2018.**