

5 November 2018

## **POSITION VACANCY – GAME DEVELOPMENT MANAGER**

Reporting to: Head of Participation

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 Game Development Manager role is a full-time position providing administrative leadership and support to the club development, inclusion, multicultural, indigenous, school and holiday programs conducted by Capital Football.

The Game Development Manager will investigate and establish new ways of empowering clubs via the provision of support and resources. They will also explore new participation initiatives and strive to make football accessible in inclusive to all.

The Game Development Manager will establish professional administrative framework and communications standards to support delivery of our programs.

### **KEY AREAS OF RESPONSIBILITY**

#### **General**

- Manage all administrative functions required to deliver the game development programs
- Develop project plans to monitor delivery of tasks
- Develop budgets for the game development programs
- Perform all duties as required by the CEO and Head of Participation

#### **Club Development Programs**

- Deliver and enhance the capacity building initiatives developed by Capital Football to achieve best practice local club governance
- In collaboration with the Commercial Department, seek ways to use technology to better provide resources to local clubs
- In collaboration with the Performance Department develop resources to assist clubs deliver best practice learning environments for their players



### School Football and Holiday Clinics

- Manage and further develop the school clinics conducted by Capital Football
- Manage and further develop the holiday clinics conducted by Capital Football
- Develop meaningful relationships with key leaders in schools to enable better access to promotional activities, access to fields and other initiatives to develop football and futsal

### Inclusion, Indigenous and Multicultural Programs

- Manage and further develop the Power Chair Football presence in the ACT
- Manage and further develop the programs supporting Cerebral Palsy and Acquired Brain Injury football
- Manage and further develop the program supporting futsal for Athletes with a Disability (AWD)
- Manage and further develop the Football Connect program for players with a disability
- Manage and further develop the participation and development programs for indigenous footballers, including participation in the Nations of Origin tournament
- Explore ways to provide meaningful participation and engagement opportunities for diverse communities in the ACT

### Female Football Initiatives

- Manage and further develop the Female Football Week initiative
- Develop programs to increase female participation across players, coaches, referees and club volunteers

### KNOWLEDGE, SKILLS AND BEHAVIOUR REQUIRED

- Demonstrated stakeholder engagement experience
- Demonstrated conflict resolution experience
- Demonstrated customer service experience
- Understanding of school sport environment
- Understanding of unique requirements of athletes with a disability
- 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 Head of Participation
- Capital Football Staff, Contractors and volunteers
- Capital Football Club Presidents and Secretaries
- Football Federation Australia
- ACT Government and Active Canberra
- School Sports ACT
- Providers of participation opportunities of athletes with a disability

## 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.**