

POSITION DESCRIPTION

ROLE: Head of Participation

DEPARTMENT: Participation

ABOUT CAPITAL FOOTBALL

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 39,000 registered participants including players, coaches, referees and club administrators.

ATTITUDE AND BEHAVIOURS:

As your role within Capital Football includes operating as part of a team, you are expected to work as a team member, show appropriate behaviours and respect to all our employees and work with a spirit of co-operation.

PRIMARY OBJECTIVE:

The Head of Participation is a contract position to oversee and manage the Competition, Referee and Game Development programs of Capital Football.

The Head of Participation will establish and maintain relationships with key stakeholders and develop plans to grow participation. The Head of Participation will be focused on ensuring that participants are provided with a high-quality experience.

The Head of Participation will establish operational frameworks and plans that enable the professional delivery of programs to participants, and that those programs are structured to reflect the needs and requirements of the players, referees, coaches, administrators and volunteers that access them.

The Head of Participation will seek to strengthen and expand the inclusion programs offered in all ability football, female participation, indigenous football and multicultural football.

SPECIFIC ACCOUNTABILITIES:

General

- Have ownership of outcomes of the Capital Football strategic plan relating to participation
- Establish and maintain meaningful relationships with key stakeholders in the football community and build strong relations between Capital Football and its clubs
- Develop plans to grow the football and futsal participant base
- Develop plans to improve participant experience
- Develop the annual Participation Department operating plans aligned with the Capital Football Strategic Plan
- Prepare draft budgets and deliver participation programs in line with the approved budget



- Play a key role in the recruitment of staff in the Participation Department
- Provide leadership and direction to the Participation Department staff
- Prepare Board Papers relating to participation programs
- Attend FFA meetings and workshops as required and directed by the CEO
- Perform all duties as directed by the CEO

Competitions

With the Competitions Department;

- Oversee management of the Capital Football competitions, including NPL, Community Leagues, Junior Leagues and Futsal Leagues
- Oversee management of Capital Football Disciplinary Committees and Procedures
- Provide strategic direction to review administration of Capital Football competitions to ensure best practice delivery
- Explore ways of engaging surrounding regions to the ACT and provide participation opportunities for aspiring players that overcome challenges arising from the distance between their home and major cities / competitions

Referees

With the Referees Department;

- Oversee the management of referee education and appointment
- Develop strategies to increase the recruitment and retention of referees
- Develop strategies to reduce the churn rate of referees leaving the game
- Use data analysis to understand the gaps in refereeing and set in place strategies to increase the coverage rate at all levels of the game
- Develop strategies to realise an increase in the number of ACT referees on national refereeing panels

Game Development

With the Game Development Department;

- Oversee the management of Capital Football programs including targeted female participation, schools' programs, holiday clinics, all-ability football, indigenous football and multicultural football
- Develop plans to expand Capital Football inclusion programs
- Develop plans to ensure Capital Football indigenous and multicultural programs have a meaningful connection to their respective communities
- Develop strategies to grow female participation and retain Capital Footballs position nationally as the member federation with the highest percentage of female participants



KNOWLEDGE AND SKILLS

- Comprehensive understanding of sport, with experience in community football and or refereeing an advantage
- Excellent organisational and administrative skills
- Strong attention to detail
- Diplomacy and a strong customer service philosophy
- Demonstrated conflict resolution experience
- High level communication skills (verbal and written)
- Strong IT knowledge, with skills in Microsoft Office products
- Team player
- Eligible to work in Australia
- Working with Vulnerable people compliant

MAJOR INTERACTIONS

- Capital Football Staff, contractors and volunteers
- Capital Football Club Presidents and Secretaries
- Capital Football Referees
- Football Federation Australia and other State / Territory Member Federations
- 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 **no later than 13 December 2019.**

