

22/07/2020

POSITION DESCRIPTION

Role: Head of Commercial

Department: Commercial

Location: Canberra, ACT

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 stakeholders, and work with a spirit of co-operation.

You will embody our values of being Accountable, Ethical, Inclusive, Respectful, Responsive and Unified.

PRIMARY OBJECTIVE:

The Head of Commercial is a contract position to oversee and manage the functional areas of the Capital Football Commercial Department.

The Head of Commercial is responsible for all corporate operations of Capital Football including managing assets, enhancing the facilities strategy, and growing the portfolio of corporate partners.

The Head of Commercial oversees development of comprehensive digital engagement, media, and marketing plans, ensuring Capital Football communicates with the local community in a relevant and effective manner.

The Head of Commercial drives innovation at Capital Football, identifying online business platforms to increase efficiency and make the organisation an exemplar of modern best practice.

SPECIFIC ACCOUNTABILITIES:

Commercial

- ▶ Provide leadership and support to the staff within the Commercial Department
- ▶ Develop and deliver plans to grow the commercial program, targeting non-traditional sources of revenue, and partnerships that deliver tangible outcomes to both Capital Football and our clubs
- ▶ Develop strategic government, sport, and corporate partnerships to promote and develop football and futsal
- ▶ Manage application and acquittal for all Capital Football grant applications
- ▶ Manage the Capital Football asset and risk register

- ▶ Oversee financial management, including finance meetings with staff, preparing FARM and Board reports, monitoring invoicing and preparation of the annual financial statements for audit
- ▶ Manage the regular upgrading of ITC requirements of the organisation
- ▶ Drive the use of data analysis across Capital Football to better inform decision making
- ▶ Pioneer the latest software and online platforms to achieve efficiency and ensure our business remains relevant
- ▶ Performs all duties as directed by the CEO.

Events

- ▶ Oversee management of Capital Football special events including the Kanga Cup, Annual Awards Night and Season Launches
- ▶ Explore other special events to generate revenue, promote football and futsal, and provide participation opportunities for players in the region
- ▶ Oversee development of a volunteer plan supporting Capital Events that acts as a template to assist our clubs.

Digital Engagement and Promotion

- ▶ Oversee the development and delivery of a digital engagement plan to promote football and futsal in the region that utilises a wide range of media
- ▶ Oversee delivery of registration campaigns to assist clubs grow the sport in our area
- ▶ Oversee development and delivery of a communications plan to ensure our engagement with the football community is efficient, timely and relevant.

Facilities

- ▶ Manage the operation of Capital Football facilities, including Football House and the Hawker Football Centre
- ▶ Review and Enhance the Capital Football Facilities strategy to ensure football and futsal facility needs remain a focus for government and our community.

KNOWLEDGE, SKILLS AND BEHAVIOUR REQUIRED

- ▶ Tertiary qualifications in sport management, business management or similar
- ▶ Demonstrable experience in sports business, media relations and sponsorship
- ▶ Ability to work successfully with existing staff in a harmonious atmosphere
- ▶ High level communication skills (verbal and written)
- ▶ Eligible to work in Australia
- ▶ Working with Vulnerable people compliant.

MAJOR INTERACTIONS

- ▶ Capital Football Board, CEO, and staff
- ▶ Capital Football clubs
- ▶ ACT Government
- ▶ Capital Football / FFA corporate partners, broadcasters, media, community, and fans.

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 **14 August 2020**.