

3/02/2021

## POSITION DESCRIPTION

**Role: Competitions Coordinator**

**Department: Participation**

**Location: Canberra, ACT**

## 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 47 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 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 Competitions Coordinator role is a full-time position working within a team to coordinate delivery of Capital Football leagues and competitions, including the:

- ▶ National Premier League competitions for men, women, and youths.
- ▶ MiniRoos and Junior League competitions.
- ▶ State League and Masters competitions.
- ▶ Futsal Premier and State League competitions.
- ▶ Pre-season tournaments, and
- ▶ In cooperation with clubs, Summer football programs.

The Competitions Coordinator will administer football leagues and perform a range of tasks in relation to registration of players, communication with clubs, development of match schedules, recording of match data and drafting of regulations.

As part of the Participation Department, the Competitions Coordinator is focused on ensuring that participants are provided with a high-quality experience.

## **SPECIFIC ACCOUNTABILITIES**

### **General**

- ▶ Contribute to the develop of annual budgets and operational plans.
- ▶ Perform all duties as directed by the Head of Participation or CEO.

### **Competitions**

- ▶ Apply the Competition Regulations and other relevant policies, regulations, and statutes.
- ▶ Develop and publish relevant competition draws.
- ▶ Coordinate the processing of match cards and related data management.
- ▶ Coordinate the booking of grounds, fields, and facilities.
- ▶ Maintain and publish competition tables including scores and goal scorers.
- ▶ Review requests from clubs to deliver programs, competitions and trial matches and ensure they are delivered in accordance with Capital Football policies and procedures.
- ▶ Deliver Competition Department events and programs such as pre-season tournaments, finals weekends, club meetings and seminars, and awards functions.
- ▶ Liaise with the Disciplinary Coordinator on disciplinary matters.
- ▶ Liaise with the Referees Department on referee appointments and related matters.
- ▶ Maintain regular and effective communication and liaison with clubs.
- ▶ Assist the Communications Coordinator to prepare media releases and other promotional information.
- ▶ Maintain and update competition information on the Capital Football website.
- ▶ Prepare all required data for annual reports and strategic planning.
- ▶ Provide secretariat and administrative support to relevant Advisory Committees.
- ▶ Work within the Competitions Department budget.
- ▶ Assist with the requisition of invoices for ground hire, referee payments, registration fees, insurance, and other levies.

### **Other**

From time to time perform a broad range of duties to support the delivery of:

- ▶ The McDonald's Kanga Cup
- ▶ Canberra United's participation in the Westfield W-League, and
- ▶ Programs and events delivered by the Game Development Department or other Departments of Capital Football

## **KNOWLEDGE, SKILLS AND BEHAVIOUR REQUIRED**

- ▶ Tertiary qualifications in Sport Management or similar.
- ▶ Demonstrable experience in sports administration.
- ▶ Knowledge of football in the ACT and Capital Region (desirable).
- ▶ Ability to work successfully with existing staff in a cooperative manner.
- ▶ High level verbal and written communication skills.
- ▶ Eligible to work in Australia.
- ▶ Working with Vulnerable People compliant.
- ▶ Available to work after hours (evenings and weekends) from time to time.

## **MAJOR INTERACTIONS**

- ▶ Capital Football CEO, Head of Participation, Participation Department and Capital Football staff.
- ▶ Capital Football club officials, administrators, and volunteers.
- ▶ Football coaches, team officials, players, and referees.
- ▶ Capital Football volunteers.
- ▶ Football Australia.
- ▶ Service providers.

## **APPLICATIONS**

Questions and enquiries in relation to the Position Description and the role are to be directed to the Head of Participation - Capital Football via [kathy.mumberson@capitalfootball.com.au](mailto:kathy.mumberson@capitalfootball.com.au) or 02 6189 2202.

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 COB 15 February 2021.**