

1/06/2021

POSITION DESCRIPTION

Role: Head of Participation

Department: Participation

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 Participation is a contract position (initially 3 years) to oversee and manage the Competition and Referee 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 ensure that those programs are structured to reflect the needs and requirements of the players, referees, coaches, administrators, and volunteers that access them.

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 Football Australia 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, Senior Leagues, Junior Leagues and Futsal Leagues.
- ▶ Oversee management of Capital Football Disciplinary Tribunals 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.

KNOWLEDGE, SKILLS AND BEHAVIOUR REQUIRED

- ▶ Comprehensive understanding of sport, with experience in community football and or refereeing an advantage.
- ▶ Excellent communication skills (verbal and written).
- ▶ Excellent organisational and administrative skills.
- ▶ Strong attention to detail.
- ▶ Diplomacy and a strong customer service philosophy.
- ▶ Demonstrated conflict resolution experience.
- ▶ 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 administrators.
- ▶ Capital Football Region Councils and Standing Advisory Committees.
- ▶ Capital Football Referees.
- ▶ Football Australia and other State / Territory Member Federations.
- ▶ ACT Government.

APPLICATIONS

Applications should include a cover letter of no more than two pages addressing the specific accountabilities, knowledge, skills, and behaviour required to fulfill the role, and a resume outlining relevant experience.

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 5:00pm on Friday 18 June 2021.**