

3/08/2021

POSITION DESCRIPTION

Role: Competitions Manager

Department: Participation

Location: Canberra, ACT

ATTITUDE AND BEHAVIOURS:

As this role within Capital Football includes operating as part of a team, the successful candidate is 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.

The successful candidate will embody our values of being Accountable, Ethical, Inclusive, Respectful, Responsive and Unified.

PRIMARY OBJECTIVE:

The Competitions Manager role is a full-time position providing administrative leadership and support to the football and futsal competitions conducted by Capital Football, including the National Premier Leagues for Men and Women, FFA Cup, Federation Cup, Senior and Junior Community Leagues, Futsal Leagues, Summer Football competitions and Disciplinary procedures associated with all competitions.

The Competitions Manager will lead the strategic review of the documents that provide the framework for our competitions, and liaise with the ACT Government, clubs, and other service providers in relation to all competition matters.

The Competitions Manager will lead the Competitions Department, providing support and guidance to the Competitions Coordinators delivering competitions.

SPECIFIC ACCOUNTABILITIES:

General

- ▶ Provide guidance and leadership to the Competitions Department staff, venue managers and volunteers.
- ▶ Manage all administrative functions required to deliver Capital Football's competitions.
- ▶ Develop operation plans to monitor delivery of tasks.
- ▶ Develop budgets for the competitions.
- ▶ Perform all duties as directed by the Head of Participation and CEO.

Competitions

- ▶ Plan for and deliver Capital Football Competitions per the operations plan.
- ▶ Oversee the delivery Capital Football Competitions by the relevant Competition Coordinators per the operations plan.
- ▶ Lead the strategic review and drafting of all competition framework documents.
- ▶ Liaise with the FFA and Capital Football clubs regarding competitions matters.
- ▶ Liaise with all service providers required to deliver the competitions.
- ▶ Prepare all required data for annual reports and strategic planning.
- ▶ Maintain and update Competition's information on the Capital Football website.
- ▶ Provide secretariat and administrative support to relevant Advisory Committees.
- ▶ Assist with the preparation of media releases and other promotion information.
- ▶ Liaise with the Referee's Coordinator on referee appointments and related matters.
- ▶ Apply the Competition Rules and other relevant policies, regulations, and statutes.

Disciplinary

- ▶ Oversee and support the delivery of the Disciplinary procedures for Capital Football by the Disciplinary Coordinator.
- ▶ Oversee the maintenance the public and internal database of disciplinary sanctions.

KNOWLEDGE, SKILLS AND BEHAVIOUR REQUIRED

- ▶ Tertiary qualifications in sport management or similar
- ▶ Demonstrated experience in sports management.
- ▶ Demonstrated stakeholder engagement experience.
- ▶ Demonstrated conflict resolution experience.
- ▶ Demonstrated customer service experience
- ▶ Knowledge of football in the ACT and Capital Region desirable.
- ▶ 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 CEO, Head of Participation, Competitions Coordinators, and staff.
- ▶ Capital Football clubs, coaches, team officials, players, and referees.
- ▶ Capital Football volunteers.
- ▶ Football Australia.
- ▶ Service providers.
- ▶ ACT Government.

APPLICATIONS

Applicants should provide a cover letter addressing the specific accountabilities, and a resume demonstrating their 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 20 August 2021.**