

Position Description: Participation Coordinator

Instructions for Managers	Instructions for Employees
<ol style="list-style-type: none"> 1. Give a copy of Position Description to new employee. 2. Give copy of signed Position Description to employee. 3. Send signed original to Head Office to place on employee file. 	<ol style="list-style-type: none"> 1. Read the Position Description carefully. 2. Ask if you need any information clarified. 3. Keep a copy for you to use at work. 4. This may change with the needs of the Business. 5. Keep Manager informed of changes in the position

WORK LOCATION	POSITION DETAILS	UPDATED
Football House, Deakin ACT	Full Time (38 hours/ week) Permanent	November 2025

POSITION OBJECTIVE

The Participation Coordinator is responsible for developing, coordinating, and implementing national junior participation programs, including MiniRoos and Sporting Schools, while supporting and enhancing existing initiatives across the region. This role is focused on creating meaningful and accessible opportunities for all members of the community — particularly those from underrepresented or marginalised groups — to engage with football in a safe, welcoming, and inclusive environment.

By building strong relationships with clubs, schools, community organisations, and other key stakeholders, the Participation Coordinator will actively work to identify and remove barriers to participation, ensuring football is a sport where everyone feels they belong and can thrive. This position is central to driving participation growth while embedding inclusive practices that reflect the diversity of our community.

PRIME RESPONSIBILITIES

- Coordinate and implement national junior participation initiatives, including MiniRoos and Sporting Schools, in line with Football Australia guidelines and service agreements.
- Support existing participation programs and work collaboratively with clubs, schools, and community partners to grow football engagement across the region.
- Develop and lead targeted initiatives to engage underrepresented or marginalised groups, ensuring all programs are safe, welcoming, and inclusive.
- Build and maintain strong relationships with clubs, schools, community organisations, and other stakeholders to foster collaboration and expand football opportunities.
- Plan, monitor, and evaluate participation activities to ensure effectiveness, alignment with strategic goals, and continuous improvement.

REPORTS TO	DIRECT REPORTS
Head of Participation & Member Services	Nil



ABOUT US

Capital Football is the governing body for football and futsal in the ACT and surrounding regions and is a proud member of Football Australia. Operating within a dynamic and collaborative team environment, Capital Football promotes flexibility, multi-skilling, and mutual support to achieve its operational and strategic goals. Staff are encouraged to take ownership of their work, pursue personal and professional development, and actively contribute to a culture of continuous improvement. Managers work collectively to align efforts, share responsibility, and drive the successful delivery of Capital Football's Strategic Plan.

ORGANISATIONAL VALUES	
<p>Accountable Being transparent and taking ownership for behaviour, decisions, and actions.</p> <p>Inclusive Providing the environment and opportunity across all forms of football for everybody of any ability.</p> <p>Responsive Acknowledging, acting, and responding in a timely and respectful manner.</p>	<p>Ethical Doing what's right, acting in the best interest of football, and displaying good sportsmanship.</p> <p>Respectful Building trust by listening, accepting others for who they are and when they have a different view, and behaving courteously.</p> <p>Unified Alignment of purpose, philosophy, and pathways.</p>
SKILLS AND PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> Well-developed oral and written communication skills, with strong interpersonal abilities to work effectively in a team environment. Highly organised with excellent time management skills; able to prioritise tasks, adapt to changing demands, and work well under pressure. Self-motivated and able to work independently, demonstrating initiative and accountability in delivering high-quality outcomes. Proactive in identifying and solving problems, with a focus on continuous improvement and practical innovation. Dependable and committed, taking responsibility for actions and contributing positively to team and organisational goals. 	
SELECTION CRITERIA	
Essential	
<ul style="list-style-type: none"> Have the right to work in Australia. <i>(Evidence required)</i> Hold, or ability to gain, an ACT Working with Vulnerable People Card. <i>(Evidence required)</i> Demonstrated experience in coordinating and delivering community sport programs, preferably in football or a similar sporting environment. Proven ability to engage with participants from underrepresented groups, ensuring programs are accessible, inclusive, and welcoming. Experience working with clubs, schools, community groups, and local government to promote participation programs and increase engagement. Strong organisational skills, with the ability to plan, implement, and evaluate participation initiatives while managing multiple tasks and competing deadlines. Excellent written and verbal communication skills, including the ability to present to diverse audiences and effectively promote participation programs. Understanding of football development pathways, junior participation programs, and strategies to increase and sustain involvement in the sport. Willingness to work weekends and evenings as required, with the ability to work independently and contribute positively to a team environment. 	
Desirable	
<ul style="list-style-type: none"> Experience working in a not-for-profit or sports organisation. Knowledge of Football Australia's participation strategies, including MiniRoos and Sporting Schools Programs. Understanding of marketing and community engagement strategies to promote grassroots football. 	

INDICATIVE DUTIES

Under the guidance of the manager, deliver operational priorities across the following areas:

Participation


- Coordinate and deliver MiniRoos programs in alignment with Football Australia's Service Agreement, ensuring appropriate branding, activation, marketing, and registration processes are followed.
- Plan and implement initiatives that promote school engagement, including delivery through the Sporting Schools program.
- Develop and lead modified, non-traditional, and program-based football opportunities to increase access and participation across the community.
- Design and deliver inclusive programs that promote participation among underrepresented groups (e.g., women and girls, culturally and linguistically diverse communities, people with disability) across all roles in football.
- Collaborate with clubs to build capacity and support the creation of inclusive, welcoming environments for all participants.
- Coordinate school and club-based initiatives that promote and grow community football.
- Conduct regular evaluation of participation programs to ensure they meet the needs of participants and key stakeholders.

General

- Serve as the primary point of contact for all participation-related enquiries.
- Contribute to the development of budgets, operational plans, and project plans for the delivery of participation programs.
- Undertake general administrative tasks as required, including filing, answering phone calls, photocopying, and document preparation.
- Operate within the allocated annual budget and ensure adherence to financial guidelines.
- Prepare and provide data and insights to support annual reporting and strategic planning.
- Work with the Media & Marketing team to update and maintain accurate participation content on the Capital Football website and other communication platforms.
- Support the delivery of major events and programs, including Kanga Cup and Finals Month.
- Perform additional duties as assigned by the Head of Participation & Member Services or General Manager.

APPROVAL

This position description has been reviewed and is considered to accurately reflect the requirements of the role and Capital Football.

Chief Executive Officer  Date November 2025

I hereby understand the requirements of the position and will fulfil the responsibilities of this role and Capital Football.

Employee Name _____

Employee Signature _____ Date _____