

Position Description: Performance Programs Coordinator

Instructions for Managers

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.

Instructions for Employees

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 Permanent	June 2026
POSITION OBJECTIVE		
The Performance Programs Coordinator provides administrative, coordination and operational support to the Technical Department in the implementation of Capital Football's performance pathway programs. The role focuses on program logistics, communication, stakeholder administration and operational support to assist the effective delivery of athlete and coach development initiatives. Working closely with the Technical Director, the position supports the efficient administration of pathway programs, representative team activities and coach development initiatives. Through effective coordination, record keeping and stakeholder support, the role contributes to the delivery of positive experiences and development opportunities for athletes, coaches and clubs across the Capital Football pathway.		
PRIME RESPONSIBILITIES		
• Provide administrative, coordination and logistical support to the Technical Department for Capital Football's performance pathway programs, including camps, representative teams and coach development activities. • Coordinate program logistics including schedules, venues, travel, accommodation, uniforms, registrations and program documentation. • Act as a key administrative point of contact for participants, parents, coaches and stakeholders, ensuring timely and accurate communication. • Maintain accurate program records, databases, reports and documentation, including supporting compliance, evaluation and operational requirements. • Support the delivery of performance pathway and coach development initiatives through the coordination of communications, registrations, meetings, professional development activities and program resources.		
REPORTS TO		DIRECT REPORTS
Technical Director		Nil
		
ABOUT US		
Capital Football is the governing body for Football, including futsal, in the ACT and surrounding regions and is a member of Football Australia. Capital Football operates within a flexible team-based environment. There is an emphasis on multi-skilling and mutual support to allow staff to effectively achieve operational objectives. Individual staff members are encouraged to set personal development goals and assume ownership of work outcomes. Managers are expected to work together to achieve common goals and deliver on current Capital Football Strategic Plan.		

ORGANISATIONAL VALUES	
Accountable Being transparent and taking ownership for behaviour, decisions, and actions. Integrity Doing what's right, acting in the best interest of football and displaying good sportsmanship. Inclusive Providing the environment and opportunity across all forms of football for everybody of any ability.	Respect Building trust by listening, accepting others for who they are and when they have a different view, and behaving courteously. Responsive Acknowledging, acting and responding in a timely and respectful manner. Unified Alignment of purpose, philosophy, and pathways.
SKILLS AND PERSONAL ATTRIBUTES	
- Well-developed written and verbal communication skills. - Strong organisational and time management skills. - Good interpersonal skills and ability to work within a team environment. - High level of accuracy and attention to detail. - Ability to manage competing priorities and meet deadlines. - Proactive, reliable and able to work independently when required.	
SELECTION CRITERIA	
Essential	
- Have the right to work in Australia. (<i>Evidence required</i>) - Hold, or ability to gain, and maintain an ACT Working with Vulnerable People Card. (<i>Evidence required</i>) - Demonstrated experience in administration and program coordination, including the management of logistics, events, travel and stakeholder communications, preferably within a sporting, community or not-for-profit environment. - Well-developed written and verbal communication skills, with the ability to prepare professional correspondence and reports, and build effective working relationships with a diverse range of stakeholders. - Demonstrated experience maintaining accurate records, databases and administrative systems with a high level of attention to detail. - Proficiency in Microsoft Office applications and experience using databases, registration systems or other business software. - Ability to work autonomously, exercise initiative and contribute positively within a team environment. - Ability to work outside standard hours (e.g., weekends, match days, community events) as required.	
Desirable	
- Tertiary qualifications in sport management, business administration, project management or a related field. - Experience working within a sporting organisation, member-based organisation or not-for-profit environment. - Experience supporting performance pathway, representative team, coach development or talent identification programs. - Knowledge of football pathways, structures and stakeholders within the ACT and surrounding region. - Experience with budgeting, financial administration and reporting processes. - Understanding of governance, compliance, child safeguarding and risk management requirements within sport.	

INDICATIVE DUTIES

Under the direction of the Technical Director, the Performance Programs Coordinator will support the delivery of performance pathway programs through the following duties:

Administration and Coordination

- Provide day-to-day administrative support for the Technical Department and performance pathway programs.
- Coordinate program logistics including schedules, venues, registrations, uniforms, equipment and resource requirements.
- Maintain accurate records, databases and documentation relating to pathway programs, coach development initiatives and technical activities.
- Assist with budget administration, invoice processing, purchase orders and expenditure tracking.
- Prepare correspondence, reports, presentations and program documentation as required.
- Support the planning and administration of annual operational plans, calendars and program delivery schedules.

Communication and Stakeholder Support

- Act as an administrative point of contact for pathway program, coach development and technical enquiries.
- Coordinate communications to athletes, parents, coaches, clubs and other stakeholders, including schedules, updates and key information.
- Support the coordination of meetings, briefings, information sessions and stakeholder forums.
- Assist in maintaining strong working relationships with clubs, coaches, volunteers and Football Australia stakeholders.

Program and Event Support

- Coordinate the administration and logistics of camps, trials, representative team activities and coach development programs.
- Manage travel, accommodation, venue bookings, uniforms and equipment requirements.
- Coordinate coach and athlete onboarding administration, including registrations, compliance and participant documentation.
- Assist with the planning and delivery of technical events, workshops, conferences and professional development activities.
- Support the establishment and administration of coach engagement and networking initiatives.

Systems, Reporting and Compliance

- Collect, maintain and prepare program data and reports to support annual reporting, strategic planning and program evaluation.
- Maintain accurate participant, coach and stakeholder databases.
- Ensure records and documentation meet governance, child safety and compliance requirements.
- Assist with the preparation of materials for advisory committees, technical working groups and internal reviews.
- Support the development, maintenance and review of guidelines, manuals, policies and operational procedures.

General Duties

- Assist with website updates and coordination with the Marketing team for pathway and technical program content.
- Coordinate merchandise and apparel requirements for technical programs and representative teams.
- Support departmental projects and strategic initiatives as directed.
- Undertake other duties as directed by the Technical Director or Chief Executive Officer.

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 June 2026

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

Employee Name _____

Employee Signature _____ Date _____