

POSITION DESCRIPTION



OVERVIEW

TITLE	Technical Football Administrator
DEPARTMENT	Technical
LOCATION	Sydney (Head Office) / NSW
REPORTS TO	Coach Development & LMS/QMS Lead
WORK TYPE	Full-Time Fixed Term Contract
HOURS/DAYS PER WEEK <i>(part-time, casual or contractor only)</i>	
START DATE	ASAP
END DATE <i>(FT/PT fixed term contract or contractor only)</i>	6-month contract

ACCOUNTABILITY

Number of direct reports <i>(How many people directly report into this role?)</i>	0
Number of indirect reports <i>(How many people indirectly report into this role?)</i>	0
Budget responsibility in \$ <i>(State whether prime, shared or contributory responsibility)</i>	

ABOUT US

Football Australia (FA) is the national governing body for football in Australia and a member of Fédération Internationale de Football Association (FIFA), the international governing body for football. It governs all national teams, the A-Leagues (in Football Australia's capacity as the regulatory body), Australia Cup, National Premier Leagues and leads state, community, and grassroots football.

OUR CULTURE & VALUES

Football in Australia is a melting pot of approximately 2 million participants represented by over 200 different cultures, we proud to be the most diverse and globally connected sport within the Australian sporting landscape.

Football Australia's purpose is to *'bring communities together through football - connecting Australia to the world'* while having a vision to *'be a leading football nation where everyone is inspired to live and love the game'*.

To achieve this, we live by our company values which include:

- 1. Impact On & Off the Field:** Challenge the way we think and do to seek ways to grow the impact football has, influence industry thought leaders.
- 2. Inclusive & Diverse Football for all:** Football is embedded in the nation's social fabric, follows the story of Australia, be accessible for all

POSITION DESCRIPTION



3. **A United Team:** Bringing people together to unleash the power of football and to deliver the vision, we bring the team spirit to the game
4. **Trust:** Building trust across the whole football community, be trusted custodians of the game, act with integrity and objectivity

BACKGROUND & PURPOSE OF THE ROLE

The Technical Football Administrator will work with the Chief Football Officer to assist with administration of the Football Australia Technical Department.

ROLE RESPONSIBILITIES

- Logistical operations of Football Australia Technical Department.
- As needed, assist Football Australia Technical staff with various projects and reviews.
- Maintenance of Technical Department warehouse stock and management of course equipment and coaching apparel – maintaining accurate inventory, conducting stock takes, ordering, packing, and distributing apparel and equipment.
- Aid with the organisation of Football Australia coaching courses, including flights, catering bookings and accommodation for staff.
- Assist with the organisation of Football Australia CPD events.
- Primary role is to attend courses where required. Responsibilities will include but not limited to, general administration throughout the day, setting up the room and/or field for practical sessions, photocopying material, setting up catering, filming presentations.
- Revision, proof reading and formatting presentations and documents.
- Input data into LMS/QMS digital platform.
- Assist with the development and documentation of Coach Education programs/content.

ROLE OUTCOMES/ DELIVERABLES

- Administer and coordinate all Coach Education courses. Specifically, travel arrangements, catering, apparel, registrations, applications/eligibility.
- Manage Technical Department equipment.
- Meet deadlines, goals, and objectives.
- Build and maintain strong relationships with Member Federation Technical/Coach Ed Departments.

MAJOR INTERACTIONS

- Football Australia Technical Department
- Member Federation Technical Departments
- Play Football Support
- Football Community

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential	<ul style="list-style-type: none"> • A strong interest, passion and understanding of Australian football and the need to assist with the development of coaches is essential. • Exceptional communication skills, both written and verbal. • Excellent logistical and operational skills.
------------------	--

POSITION DESCRIPTION



	<ul style="list-style-type: none"> • Strong project management skills. • Intermediate level computer skills; PowerPoint, Word, Excel, and Outlook. • Excellent customer service skills. • Proven ability to work and contribute as part of a dynamic team.
Desirable	<ul style="list-style-type: none"> • Previous experience working in administration in an A-League football Club or similar
QUALIFICATIONS	
Essential	<ul style="list-style-type: none"> • Current drivers' licence
Desirable	
UNIQUE CRITERIA	
<p>The following selected items identify the requirements of the role</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Out of hours and weekend work <input checked="" type="checkbox"/> Intra and/ or Interstate travel <input type="checkbox"/> International Travel <input checked="" type="checkbox"/> Significant periods of work away from home <input checked="" type="checkbox"/> Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation 	
ADDITIONAL REQUIREMENTS	
<p>To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> National Police Check <input checked="" type="checkbox"/> International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable) <input checked="" type="checkbox"/> Full working rights in Australia <input checked="" type="checkbox"/> Working with children check (paid/ employee) or state- based equivalent <input type="checkbox"/> Working with children check (volunteer) or state- based equivalent (volunteer roles only) 	