

POSITION DESCRIPTION



OVERVIEW	
TITLE	Talent Acquisition Lead, AFC Women's Asian Cup 2026
DEPARTMENT	AFC Women's Asian Cup 2026 LOC Office
LOCATION	Sydney (Head Office) / NSW
REPORTS TO	Head of People Operations
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 months

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>	N/A

ABOUT US
<p>Football Australia 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.</p>
OUR CULTURE & VALUES
<p>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.</p> <p>Football Australia's purpose is to <i>'bring communities together through football - connecting Australia to the world'</i> while having a vision to <i>'be a leading football nation where everyone is inspired to live and love the game'</i>.</p> <p>To achieve this, we live by our company values which include:</p> <ol style="list-style-type: none"> 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

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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 Asian Football Confederation (AFC) has awarded Football Australia hosting rights for the 2026 edition of the AFC Women's Asian Cup™. Having co-hosted the best-ever edition of the FIFA Women's World Cup™ in 2026, Australia will host the Continent's premier women's national team for a second time in history having also staged the 2006 edition of the AFC Women's Asian Cup™.

This prestigious event will bring together 12 nations in a tournament structured into three groups of four. Following the resounding success of last year's FIFA Women's World Cup™, Football Australia, its stakeholders and partners are eager to create another tournament that celebrates women's football, delivers legacy outcomes for football and Australian society more broadly.

A Local Organising Committee (LOC) will be established for the sole purpose of delivering the 2026 edition of the AFC Women's Asian Cup™ in Australia.

The Talent Acquisition Lead will oversee the recruitment practices for the AFC Women's Asian Cup 2026 LOC Office. This role involves collaborating with stakeholders and Hiring Managers to fill current openings and develop talent pipelines for future needs. The role will effectively manage the end-to-end recruitment activities, providing guidance and support to ensure a smooth positive experience for both managers and candidates.

ROLE RESPONSIBILITIES

- Responsible for the end-to-end recruitment life cycle for the AFC Women's Asian 2026 LOC Office
- Partner with the LOC Committee and Hiring Managers to forecast recruitment needs in line with the tournament delivery schedule
- Collaborate with Hiring Managers to create and document position descriptions
- Create adverts or campaigns on relevant platforms, including Seek, LinkedIn Recruiter
- Leverage the Application Tracking System (ATS) to streamline job postings, track candidate progress and create reports for stakeholders
- Conduct all necessary candidate screening and reference checks
- Coordinate all interview scheduling either face to face or via MS Teams
- Ensure a positive candidate experience by managing communication and providing feedback throughout the recruitment process
- Create interview guides to support seamless interviewing for Hiring Managers
- Provide advice, coaching and guidance to hiring managers on interviewing techniques
- Lead the negotiation process with final candidates from offer to acceptance
- In collaboration with the HR team, successfully onboard new hires
- Evaluate recruiting and interviewing processes and make recommendations for continuous improvement.

POSITION DESCRIPTION



ROLE OUTCOMES/ DELIVERABLES

- Achieving Hiring targets
- Seamless and positive candidate experience
- Develop and maintain relationships with Hiring Managers
- Track and monitor recruitment progress and provide regular updates to stakeholders
- Optimise the use of the Applicant Tracking System for job posting and candidate tracking
- Smooth transition for new hires

MAJOR INTERACTIONS

- AFC Women's Asian Cup 2026 LOC Office Management Team
- People and Culture
- Football Australia Team

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential	<ul style="list-style-type: none"> • Minimum of five years' experience in a talent acquisition or recruitment role - either internal or agency recruiter • Experience using LinkedIn Recruiter, ATS's and other networks to source candidates • Experience of working with senior hiring managers, listening to requirements and conduct candidate screening • Excellent written and verbal communication and persuasion skills • Strong understanding of recruitment principles and methodologies • Ability to manage multiple roles and meet deadlines • Good IT Skills for recruitment management, reporting and data analysis • Strong attention to detail, high standards of integrity, ability to represent AFC Women's Asian Cup 2026 interests
Desirable	<ul style="list-style-type: none"> • Broader understanding of human resources best practice • Sound knowledge of football • Understanding of local and global football

QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Bachelor's degree in human resources or relevant study
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UNIQUE CRITERIA

The following selected items identify the requirements of the role

- ☐ Out of hours and weekend work
- ☐ Intra and/ or Interstate travel
- ☐ International Travel
- ☐ Significant periods of work away from home
- ☒ 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

POSITION DESCRIPTION



To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role

- ☒ National Police Check
- ☒ 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)
- ☒ Full working rights in Australia
- ☒ Working with children check (paid/ employee) or state- based equivalent
- ☐ Working with children check (volunteer) or state- based equivalent (volunteer roles only)