

POSITION DESCRIPTION



OVERVIEW	
TITLE	Executive Officer to the COO
DEPARTMENT	AFC Women's Asian Cup 2026 LOC Office
LOCATION	Sydney (Head Office)
REPORTS TO	COO
WORK TYPE	Full-Time Fixed Term Contract
HOURS/ DAYS PER WEEK <i>(part-time, casual or contractor only)</i>	37.5 hours per week
START DATE	ASAP
END DATE <i>(FT/PT fixed term contract or contractor only)</i>	Post Tournament 2026

ACCOUNTABILITY	
Number of direct reports	0
Number of indirect reports	0
Budget responsibility in \$ <i>(State whether prime, shared or contributory responsibility)</i>	TBC

ABOUT US
<p>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.</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 (FA) 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 2023, 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. With the LOC now established, the Chief of Staff AFC Women's Asian Cup 2026 LOC Office will be contracted to the LOC Office.

This role will be pivotal in supporting the Chief Operating Officer and the broader management team to plan resources and execute the overall tournament plan.

A key responsibility of this role is to provide high level administrative and project progress support to the COO and the management team. To enable this the role will attend the management meetings to be across the large volume of matters and projects but will not sit on the management team. This role will also be the key point of contact for the creation, collation and management for board papers and associated reporting.

ROLE RESPONSIBILITIES

COO Support

- **Strategic Coordination:** Act as the primary advisor and support for the COO, aligning operational actions with the tournament's strategic priorities.
- **Strategic Execution: Assist LOC Management in the development and implementation of the tournament strategy to further tournament objectives.**
- **Project Management:** Oversee timelines, deliverables, and task prioritisation, ensuring the LOC adheres to all milestones and deadlines.

Board Papers and Reporting Management

- **Preparation and Oversight:** Compile, format, and distribute board materials, maintaining accuracy and alignment with LOC standards.

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- **Collaboration:** Engage with various departments to gather insights and data, ensuring comprehensive board discussions and accurate reporting.

Task Tracking and Management

- **System Development:** Create and manage a tracking system for all tasks, deadlines, and deliverables across the LOC.
- **Follow-Up:** Regularly update the COO and other stakeholders on progress, coordinating follow-up actions and reinforcing accountability.

Writing and Communication

- **Content Development:** Draft reports, presentations, and communications that convey the LOC's strategic vision and operational updates.
- **Editing and Proofing:** Ensure all content is professional, accurate, and strategically aligned.

Stakeholder Engagement

- **Internal & External Liaison:** Serve as a key contact point for stakeholder interactions, gathering feedback and ensuring seamless coordination across meetings and events.
- **Event and Workshop Support:** Assist in organising LOC events, workshops, and meetings, managing logistics and communication flow.

Post-Tournament Evaluation

- **Evaluation & Reporting:** Lead post-tournament reporting, capturing key insights, lessons learned, and knowledge transfer.
- **Transfer of Knowledge:** Document best practices to inform future events and enhance Football Australia's tournament delivery capabilities.

ROLE OUTCOMES/ DELIVERABLES

- Ensure timely, well-organized preparation for board and executive meetings.
- Implement efficient processes to maintain adherence to project timelines.
- Foster relationships that empower the COO and management team to operate effectively in a dynamic, high-stakes environment.

MAJOR INTERACTIONS

- FA and LOC Board, Sub Committees
- FA CEO and FA/LOC Management Team
- AFC Representatives
- Asia Football Group

KNOWLEDGE, SKILLS, AND EXPERIENCE

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|------------------|---|
| Essential | <ul style="list-style-type: none"> • Proven experience in board reporting and executive-level coordination. • Experience supporting a CEO and or COO or equivalent role in complex project environments. • Exceptional organisational, presentation, and communication skills. • Ability to work both independently and collaboratively within a team |
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Desirable	<ul style="list-style-type: none"> Understanding of local and global football and sports administration
QUALIFICATIONS	
Essential	<ul style="list-style-type: none"> Bachelor's Degree or similar level of higher education in business, sports management or related field A minimum experience of 3- 5 years in a similar role Proficient in MS Office (Excel, Word, PowerPoint, Visio & Project) and planning software and online collaboration tools
UNIQUE CRITERIA	
<p>The following selected items identify the requirements of the role</p> <p><input checked="" type="checkbox"/> Out of hours and weekend work</p> <p><input checked="" type="checkbox"/> Intra and/ or Interstate travel</p> <p><input type="checkbox"/> International Travel</p> <p><input checked="" type="checkbox"/> Significant periods of work away from home</p> <p><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</p>	
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> <p><input checked="" type="checkbox"/> National Police Check</p> <p><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)</p> <p><input type="checkbox"/> Full working rights in Australia</p> <p><input checked="" type="checkbox"/> Working with children check (paid/ employee) or state- based equivalent</p> <p><input type="checkbox"/> Working with children check (volunteer) or state- based equivalent (volunteer roles only)</p>	