

# POSITION DESCRIPTION



## OVERVIEW

<b>TITLE</b>	International Project Coordinator
<b>DEPARTMENT</b>	Corporate Affairs
<b>LOCATION</b>	Flexible
<b>REPORTS TO</b>	International Partnerships Manager
<b>WORK TYPE</b>	Full-Time Fixed Term Contract
<b>HOURS/DAYS PER WEEK</b> <i>(part-time, casual or contractor only)</i>	
<b>START DATE</b>	ASAP
<b>END DATE</b> <i>(FT/PT fixed term contract or contractor only)</i>	20/10/2026

## ACCOUNTABILITY

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

## ABOUT US

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.

## 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 are:

1. **Welcome:** Open doors, open minds, open hearts – One Game for All
2. **Ready:** Always ready, Always ahead
3. **Connect:** Together, united
4. **Excel:** Our best, every day in every way

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## 5. **Protect:** Guarding the game, Securing the future

### BACKGROUND & PURPOSE OF THE ROLE

- Football Australia will deliver a series of international relations projects, comprising tours, tournaments and other activities, aimed at connecting Australia to the Asia and Pacific regions through football.
- The successful applicant will assist in the planning and delivery of all duties related to relevant events held in Australia, Asia and the Pacific region.
- Working in the International Partnerships department, which reports to the Head of Corporate Affairs and will work with the support of the Football Australia Events department, the successful applicant will be tasked with guiding the organisation of football events until their completion
- In addition to acting as the key Football Australia contact point during the events, the Project Coordinator will oversee event delivery staff and volunteers, manage stakeholder relations, and assume responsibility for all operational matters related to the tournament.
- This includes being based on location in the venue locations and being consistently on call during the relevant project windows.
- In addition to managing the delivery of the matches, the Project Coordinator may need to assist with and contribute to community integrations and activities aimed at maximising attendance at the venue, as well as the delivery of a monitoring and evaluation process.

### ROLE RESPONSIBILITIES

- Lead delivery of Matchday events, in line with Football Australia (FA) directives and international football customs
- Act as key Football Australia interface for all stakeholders including, but not limited to, ground staff, participating teams, relevant football federations and Confederations and officials during tournament window
- Manage event delivery staff, including liaison officers, local media officers and others
- Conduct pre-tournament progress checks on match and training facilities, hotels and other logistical matters
- Lead event delivery team in official meetings, including Match Coordination Meeting

### ROLE OUTCOMES/ DELIVERABLES

- Successful delivery or knowledge of relevant football events
- Adherence to FA directives
- Facilitation of productive working relationship with Asian and Pacific football stakeholders
- Facilitation of a fair, professionally run events which uphold the reputations of associated stakeholders and partners.

### MAJOR INTERACTIONS

- Football Australia International Partnerships and Corporate Affairs teams
- Football Australia Events Department
- Relevant Australian national team staff
- Relevant staff of partner Member Associations
- Event delivery team staff and volunteers

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- Relevant participating teams and football federations
- Local stakeholders and staff (incl. hotels, equipment suppliers etc.)

## KNOWLEDGE, SKILLS, AND EXPERIENCE

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience organising sporting matches and/or events (football preferred)</li> <li>• Understanding of international football conventions</li> <li>• Awareness of and respect for Pacific or Asian stakeholders and culture</li> <li>• Willingness to problem-solve, often utilising out-of-the-box thinking</li> <li>• Team-centric, but results-driven ethos where no task is too small</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience working with Pacific or Asian sporting teams</li> </ul>

## QUALIFICATIONS

<b>Essential</b>	
<b>Desirable</b>	

## 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

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)