



League Operations Intern *Position Advertisement*

Football Federation Australia (**FFA**) is currently seeking talented and ambitious students to join the League Operations Department as a League Operations Intern to commence in June 2017. The purpose of the role is to provide assistance to the League Operations Department with administrative tasks and projects across all FFA administered competitions which may include (but is not limited to) league, compliance, event and media operations of the competitions.

Based in FFA's Sydney Office, the intern positions are volunteer roles whereby the successful candidate/s will gain experience across various aspects of Sports administration. FFA are seeking two (2) interns in which the successful candidates must be available a minimum of two (2) days per week (June through October 2017). The ideal applicant would be required to fulfill a minimum of 200 hours of practical work experience as part of a tertiary degree.

Desirable candidate qualities include:

- Second or third year University student;
- Studying Business and/or Sport Management;
- Competent administration skills; and
- Previous experience in a sports business environment.

For reference, the Position Description for the role of League Operations Intern and application form is attached.

Should you be interested in applying for the position, please send a cover letter, resume and application form to recruitment@footballaustralia.com.au by **5pm, Thursday 18 May 2017**.



**FOOTBALL
FEDERATION
AUSTRALIA**

FFA INTERN POSITION DESCRIPTION

TITLE: League Operations Intern
DEPARTMENT: League Operations
LOCATION: Sydney
REPORTS TO: Leagues Operations Coordinator
START DATE: June 2017
END DATE: October 2017
(if applicable)

DIMENSIONS

- | | |
|----------------------------|------|
| ○ Number of direct reports | None |
|----------------------------|------|

Purpose of Role

- Provide general administrative and operational support to the League Operations Department.
- Specifically, contribute to the successful execution of the following competitions:
 - Hyundai A-League (**HAL**);
 - Westfield W-League (**WWL**);
 - Foxtel National Youth League (**FNYL**);
 - Westfield FFA Cup (**FFA Cup**);
 - PlayStation 4 National Premier Leagues competitions (**PS4 NPL**); and
 - AFC Champions League (**ACL**).
- To assist with events (where required).
- To assist with the administration and co-ordination of project work.

Key Areas of Responsibility

- Coordinate match day reporting, filing and competition data entry.
- Assist with the administration of Club Player and Team Official registrations.
- Coordinate the distribution of documentation for the above mentioned competitions.
- Create template documents to assist with the administration of League competitions.
- Upload content within FFA's digital platforms.
- Provide support in coordinating event and media logistics.
- Provide match day support to FFA staff and stakeholders.
- Assist with project work across various FFA Departments.

Key Outcomes

- Oversee sound administration practices and standards.
- Timely distribution of materials.
- Maintain a high quality level of service to internal and external stakeholders.
- Refine and develop strong administrative practices.

Knowledge, Skills and Behaviour Required

- Excellent communication skills, both verbal & written.
- Ability to take direction as required.
- Display initiative and ability to work unsupervised.
- Highly organised and strong attention to detail.
- Diplomacy and strong customer service skills.
- Experience of Microsoft Office programs (Word, Excel, PowerPoint and Outlook).

Major interactions

- League Operations Departments.
- FFA management and staff.
- Club management and administrative staff.
- Member Federations.
- Venues.
- FIFA, AFC and other international associations.
- Government bodies.



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Official Internship Application Form *League Operations Department*

Applicant Information	
Position Applying For: League Operations Intern (June – October 2017)	
First Name:	Last Name:
Contact Number:	Date of Application:
Email address:	Are you an Australian or New Zealand Citizen or Permanent Resident:
If you are not an Australian or New Zealand Citizen or Permanent Resident, please note you will be required to provide proof of your residency status (Visa and Passport) if you are successful through the interview process. Providing this information authorises the Department of Immigration and Citizenship to release the details of your work rights status. This allows FFA to ensure we comply with Australian Visa requirements and enables you to be rostered appropriately according to your Visa type. What hours does your Visa allow you to work per week:	

Current Tertiary Education Information	
Name of University:	Degree:
Specific Campus (If Applicable):	Current GPA (or equivalent): out of
Nature of Study: Part Time / Full Time	Level of Study: Undergraduate / Post Graduate
Length of Course: (years)	Number of Years Into Your Course: (years)
Expected Year of Graduation:	

Availability
Required minimum number of work placement hours (if applicable):
Are you happy to commit to the Internship Program for a greater number of hours than stated above, if required: Yes / No / Other
Desired Length of Internship: (Months) If you were successful in receiving an internship commencing in June, when would you be able to remain with us through until: (Month) (Year)
Please Indicate the Days you are available (minimum 2): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday

Other Information
Why are you interested in an internship with FFA (50 Words Maximum)?
What specific experience(s) would you like to gain through this internship (75 Words Maximum):
What is your long-term career goal (30 Words Maximum):
How did you hear about our internship program (30 Words Maximum):

Further Documentation
As well as this application form, please include the following items in your submission: <ul style="list-style-type: none"> ○ Cover Letter ○ Resume
Submitting Your Application
Please submit all your documentation by 5pm, Thursday 18 May 2017 in either of the following ways: <ol style="list-style-type: none"> 1. Submit your application electronically to recruitment@footballaustralia.com.au 2. Post your application to: <div style="text-align: center;"> <p>Attention: Internship Coordinator Level 22, 1 Oxford St Darlinghurst, NSW, 2010</p> </div> <p style="text-align: center;">Please note: If you are posting your application, it must be <u>received</u> by the above date. Late applications will not be accepted.</p>

What Happens Now – Timeline
<ul style="list-style-type: none"> • 18 May (5pm) – Applications close • 19 – 23 May – Successful candidates will be contacted for interviews • 22 – 25 May – Interviews conducted • 26 - 31 May – Formal offers will be made to successful candidates • 5 – 9 June – Internship commences

Disclaimer and Signature		
I certify that my answers are true and complete to the best of my knowledge. I also certify that I am submitting this information on behalf of myself and no other individual or entity. I also certify that I have read this application form in its entirety and understand its contents and directives. If this application leads to an internship, I understand that false or misleading information in my application may result in my immediate release. Further, I understand that I will be bound by all Football Federation Australia statues, guidelines, policies and regulations during my period of Internship with Football Federation Australia and all its associated bodies or entities.		
Signature:	Name:	Date: