

# Position Vacancy Notice

## Competitions Manager



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Reporting to: Head of Participation  
Department: Participation  
Location: Deakin, Canberra, Australian Capital Territory

The ACT Football Federation (trading as Capital Football) is the governing body for football and futsal in the ACT and surrounding region. Capital Football is comprised of 46 clubs with over 31,000 registered participants including players, coaches, referees and club administrators.

### MAIN PURPOSE OF THIS ROLE

The Competitions Manager role is a full-time position providing administrative leadership and support to the football and futsal competitions conducted by Capital Football.

The Competitions Manager will deliver the PS4 National Premier Leagues for Men and Women, FFA Cup, Federation Cup and Disciplinary procedures associated with all competitions.

The Competitions Manager will lead the strategic review of the documents that provide the framework for our competitions, and liaise with the ACT Government, Clubs and other service providers in relation to all competition matters.

The Competitions Manager will lead the Competitions Department, providing support and guidance to the Competitions Coordinators delivering community competitions.

### KEY AREAS OF RESPONSIBILITY

#### General

- Provide guidance and leadership to the Competitions Department staff, venue managers and volunteers
- Manage all administrative functions required to deliver Capital Football's competitions
- Develop operation plans to monitor delivery of tasks
- Develop budgets for the competitions
- Perform all duties as directed by the Head of Participation and CEO

#### Competitions

- Plan for and deliver all aspects of the PS4 National Premier Leagues for Men and Boys, PS4 National Premier Leagues for Women and Girls, FFA Cup ACT Qualifiers and Federation Cup
- Oversee the delivery of all other Capital Football Competitions by the relevant Competition Coordinators
- Lead the strategic review and drafting of all competition framework documents
- Liaise with the FFA and Capital Football clubs in regards to competitions matters
- Engage with ACT Government regarding ground allocations for the winter and summer seasons
- Liaise with all service providers required to deliver the competitions

#### Disciplinary

- Plan for and deliver the Disciplinary procedures for Capital Football, including issuing disciplinary notices and coordinating tribunals
- Maintain the public and internal database of disciplinary sanctions

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### KNOWLEDGE, SKILLS AND BEHAVIOUR REQUIRED

- Demonstrated competition management experience
- Demonstrated stakeholder engagement experience
- Demonstrated conflict resolution experience
- Demonstrated customer service experience
- Comprehensive understanding of football competition structure and delivery
- High level communication skills (verbal and written)
- Highly organised
- Team player
- Eligible to work in Australia
- Working with Vulnerable people compliant

### MAJOR INTERACTIONS

Capital Football Head of Participation

Capital Football Staff, Contractors and volunteers

Capital Football Club Presidents and Secretaries

Football Federation Australia

ACT Government and Active Canberra

### APPLICATIONS

Please address all applications to the Chief Executive Officer - Capital Football

Applications must be lodged by email to [recruitment@capitalfootball.com.au](mailto:recruitment@capitalfootball.com.au) **no later than 16 June 2017.**