

Coach Development Coordinator

Football Federation Australia (FFA) is the national governing body for football in Australia. It governs all national teams (including the Caltex Socceroos and Westfield Matildas), the Hyundai A League, Westfield W-League, Foxtel National Youth League, Westfield FFA Cup, PlayStation 4 National Premier Leagues and also leads state, community and grass roots football.

FFA is currently seeking applications for a Coach Development Coordinator in our Community Football, Football Development and Women's Football department. The Community department is responsible for the development of Football at the grassroots. This includes key strategies to increase participation in the game, as well as servicing current members to ensure that all participants have a quality experience. The department works closely with Community stakeholders, in particular the 9 Member Federations who are responsible for the implementation of national programs at the grassroots. The main initiatives delivered by the department include, Aldi MiniRoos, MyFootballClub, Community Coaching and the delivery of school programs.

Purpose for the Role

To assist National Coach Development staff in the co-ordination and running of learning opportunities and to provide administration of the Coach Development Framework.

Key Areas of Responsibility

Lead:

- Administer and co-ordinate all formal Advanced Coach Development Courses
- Manage Technical email account and respond to all emails within FFA timeline recommendations
- Managing and updating all Advanced Coaching assessments
- Attending a number of courses; Central and NTN. Responsibilities will include (but not limited to); provide assistance throughout the course, this could involve setting up the room, setting up the field for practical sessions, photocopying material, organising, catering, administration throughout the day and even filming of the sessions
- Database management and development; Coach Education and qualifications
- Assist with budgeting/ reporting for the Coach Development Department
- Other Coach Development projects: assist with other projects as directed by the NCOM or NCDM
- Manage and update the 'Qualification Management System' (QMS) & other databases and providing QMS Database support to Member Federations
- Holding responsibility for the course equipment, resources and coaching apparel; keeping an accurate inventory, conducting stock takes, ordering, packing and distributing the gear.
- Managing and updating all Advanced Coach Development Payments and financial matters
- Processing of Recognition of Overseas Qualification in accordance with AFC guidelines
- Organising and co-ordinating all Futsal Coaching Courses in collaboration with AFC when required

Shared responsibility with other Technical Staff:

- Processing Advanced Licence Re-accreditation
- Assisting with the organisation of State/National Coaching Conferences
- Providing administrative assistance to the NCDM as required including:
- Booking travel and accommodation
- Processing credit card acquittals
- Responding to phone and email queries
- Formatting presentations
- Distributing video and collateral to coaching networks
- General administration assistance for Coach Development Department and other adhoc tasks

Knowledge, Skills & Behaviours Required

- Excellent Organisation skills
- Intermediate level computer skills; PowerPoint, Word, Excel, Outlook
- Strong writing and communication skills
- Ability to work with coaches, players, administrators in football with discretion, good judgement, understanding and diplomacy
- Strong Project Management skills



- An understanding of the correct way to manually lift heavy items and an ability to manually lift heavy items
- A “can do” attitude
- Fantastic customer service skills
- Current drivers licence, with the ability to drive a mini bus

Unique Criteria

The role may involve evening and weekend work and travel to various different locations around Australia, mainly Sydney and Canberra. There will be 6 – 8 courses per year each lasting around 2 weeks in length.

FFA People & Culture

FFA’s staff culture is an evolving process of continuous improvement with a consistent passion across the business for growing the game to become Australia’s number 1 sport. FFA’s existing and incoming staff all need to align to the organisation’s values - People, Collaboration, Integrity, Whole of Game, Unlimited Potential and Excellence. More recently there has been a conscious focus on improving flexibility and work life balance within FFA through the introduction of the FFA People & Work Approach. This allows individuals to develop informal work arrangements to suit their personal situations.

Apply now for this exciting opportunity by sending your resume to recruitment@ffa.com.au

Only candidates selected for the short list will be contacted in relation to this role.