



**WELLINGTON PHOENIX FOOTBALL CLUB
POSITION DESCRIPTION**

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| Business/Function: | Football Operations | Location: Wellington |
| Role: | Football Operations Assistant | Incumbent: |

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| Purpose: | The role is responsible for assisting the Football Operations Manager in ensuring the smooth and efficient running of the Wellington Phoenix FC Football Operations Department. |
| Reports To: | General Manager |
| Direct Reports: | Nil |
| Working Group Membership: | Nil |

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| Responsibilities: | Players (15%) Assisting the Football Operations Manager in providing assistance for players and family on arriving in Wellington including where applicable housing and schooling and ensuring all contractual requirements on relocation are met. This includes assisting the player and family (partner and children where applicable) settling into the city and the Club as easily as possible and to best of ability. |
| | Operations & Logistics (15%) Assisting the Football Operations Manager to provide all operations & logistical management to ensure the effective and efficient running of the Wellington Phoenix FC football department, including training and competition programs, team support staff & services, team & team official travel (including ground transport travel & accommodation), player insurances, player medical and player relocation and establishment. It would also require coordination, management and delivery of football operations for match day. |

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| | <p>Football Operations Training Facility (15%) Assisting the Football Operations Manager to provide all operations & logistical management of the Martin Luckie training facility to ensure the effective and efficient running of the Wellington Phoenix FC football department.</p> |
| | <p>Training and Match Day Kit Co-ordination (30%) Manage the day to day training and match day kit requirements for the players and staff which includes; maintaining up to date stock records, managing the kit on training days and match days inclusive of having the kit laundered, and ensuring Wellington Phoenix gear is managed and accounted for on a daily basis.</p> |
| | <p>Player Related PR Programs (15%) Assist with the management of community, club and Hyundai A-League promotional requirements to ensure players contribute to the development of these key off field interests.</p> |
| | <p>Other (10%) Assist the Football Operations Manager as reasonably requested on all other matters related to the smooth and efficient running of the Football Operations Department and the Football Operations training facility at Martin Luckie.</p> |
| Key Relationships: | <p>Internal: Football Operations Manager, Football Department Staff, Wellington Phoenix Players, Management and Administration Staff. External: External Suppliers providing Services to the Football Department.</p> |
| Required Skills: | <ul style="list-style-type: none"> • Self-motivated with a can-do attitude. • Computer knowledge and skills. • Following instructions. • Time management. • Flexible schedule. • Follow through. • Interpersonal skills. • Ability to learn quickly. • Observant and self-motivated. • Clean drivers licence. • Physically capable as the role will require some heavy lifting. |

Agreed By:

Incumbent:

Date: _____

General Manager:

Date: _____