

Technical Department Coordinator – part time

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 Technical Department 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.

This person needs to be available 24 hours per week until the end of October however available full time for 4 x 6 day blocks throughout the year for competitions.

Purpose for the Role

To assist the Technical Director and Technical staff in the administration, co-ordination and running of events within the Technical Department.

Key Areas of Responsibility

Lead:

- Organise and co-ordinate of National Youth Championships (Boys and Girls)
- Organise and co-ordinate of the NTC Championships (Boys and Girls)
- Organise and co-ordinate of the annual National Technical Network event
- Attendance at the above events (Sun – Friday for tournaments)
- Track and provide transparent budget overview for all events

Shared responsibility with other Technical Staff:

- Liaising with the Member Federations and other parties to organise the above events
- Providing administrative assistance to the National Technical Director and Technical Staff as required including:
 - Booking travel and accommodation
 - Processing credit card acquittals
 - Responding to phone and email queries
 - Formatting presentations
- General administration assistance for Technical Department and other adhoc tasks such as creating documents, proof-reading, liaising with other departments to coordinate inputs

Knowledge, Skills & Behaviours Required

- Excellent Organisation skills
- Event management
- 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 & 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

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.