



**AFC  
WOMEN'S  
ASIAN CUP  
AUSTRALIA  
2026™**

# **Position Description Venue Accreditation Coordinator**

Overview	
<b>Title</b>	Venue Accreditation Coordinator
<b>Department</b>	Safety, Security and Accreditation
<b>Location</b>	Sydney (Head Office) / NSW
<b>Reports To</b>	Accreditation Manager
<b>Work Type</b>	Full-Time Fixed Term Contract
<b>Hours/Days Per Week</b>	37.5

Accountability	
<b>Number of direct reports</b>	0
<b>Number of indirect reports</b>	0
<b>Budget responsibility in \$</b>	0

About Us
<p>The Asian Football Confederation (AFC) has awarded Football Australia hosting rights for the 2026 edition of the AFC Women's Asian Cup™. Having co-hosted the best-ever edition of the FIFA Women's World Cup™ in 2023, Australia will host the Continent's premier women's national team for a second time in history having also staged the 2006 edition of the AFC Women's Asian Cup™.</p> <p>This prestigious event will bring together 12 nations in a tournament structured into three groups of four. Following the resounding success of last year's FIFA Women's World Cup™, Football Australia, its stakeholders and partners are eager to create another tournament that celebrates women's football, delivers legacy outcomes for football and Australian society more broadly.</p> <p>A Local Organising Committee (LOC) has been established for the sole purpose of delivering the 2026 edition of the AFC Women's Asian Cup™ in Australia.</p>

Our Culture & Values
<p>AFC Women's Asian Cup is built on a foundation of inclusivity, respect, and unity, with a rich representation of both First Nations people and the diverse multicultural football community we proudly serve. We are united in our mission to deliver exceptional experiences for players, fans, and all those who are part of our journey. As one team, our strength lies in the trust we place in one another and the broader football family. Excellence drives everything we do, as we strive to create lasting opportunities that contribute to our Legacy 26 and elevate the global game.</p> <p>We strive to achieve this by embodying our core company values, which include:</p> <ol style="list-style-type: none"> <li>1. <b>Inclusive</b></li> <li>2. <b>United</b></li> <li>3. <b>Trust</b></li> <li>4. <b>Excellence</b></li> </ol>

Background & Purpose of the Role
<p>The Asian Football Confederation (AFC) has awarded Football Australia (FA) hosting rights for the 2026 edition of the AFC Women's Asian Cup™. Having co-hosted the best-</p>

ever edition of the FIFA Women's World Cup™ in 2023, Australia will host the Continent's premier women's national team for a second time in history having also staged the 2006 edition of the AFC Women's Asian Cup™.

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A Local Organising Committee (LOC) has been established for the sole purpose of delivering the 2026 edition of the AFC Women's Asian Cup™ in Australia. With the LOC established, the Accreditation Coordinator, AFC Women's Asian Cup 2026 will be contracted to LOC.

As part of the LOC Safety, Security & Access Team, the role is responsible for the access planning for the execution of the 2026 AFC Women's Asian Cup™, under the guidance of the AFC Asian Cup Office (ACO) and the Local Organising Committee (LOC).

Through close collaboration and coordination with LOC Accreditation Manager, the Accreditation Coordinator will help to ensure that the operations relating to the movements of persons holding an access device into and within the stadium and training sites meet the requirements and provide efficient, safe and well-planned ingress, circulation and egress.

This role involves the operational planning and management of all accreditation operations that go towards ensuring effective Tournament delivery in accordance with AFC requirements outlined in the Organising Association Agreement (OAA), Stadium Technical Annex (STA), List of Requirements, Policies/ Guidelines and other AFC directives.

This role will be accreditation venue based in Sydney during the tournament time operations.

This is a **fixed term contract-based role**.

### Role Responsibilities

- Contributing to the success of the tournament by delivering the accreditation and access programme on time and to the required standards.
- Coordinate and support the Venue Accreditation Managers in managing the accreditation centres, client process and access.
- Work closely and support the Venue Accreditation Manager(s) in Perth ACR Venues.
- Coordinate the Accreditation Centre operations from logistics, FFE and technology.
- Build successful working relationships with internal and external stakeholders.
- Coordinator and manage the client accreditation/registration process.
- Coordinate secure information and data submitted by client groups during the

<p>tournament</p> <ul style="list-style-type: none"> <li>Assisting the Venue Accreditation Managers in training, rostering and managing the volunteers.</li> <li>Deliver the production, distribution and scheduling of accreditation devices.</li> <li>Finalise the requirements for the Access Control Boards and ensure they are displayed at every Accreditation checkpoint.</li> <li>Ensure all Zoning maps and client flow are finalised.</li> <li>Assist the Venue Accreditation Managers in finalise accreditation and access documentation.</li> <li>Support the accreditation team in all operations and client process where required.</li> </ul>	
<b>Role Outcomes/ Deliverables</b>	
<ul style="list-style-type: none"> <li>Successful delivery of the Tournament's Accreditation planning and delivery measures in compliance with AFC requirements outlined in the Organising Association Agreement OAA), Stadium Technical Annex (STA), List of Requirements, Policies/ Guidelines and other AFC directives; and</li> <li>Enhance Football Australia's reputation as a world-class sporting administrative body within global football, and strengthen FA's relations with key Australian stakeholders, including the AFC, government, media (broadcasters), commercial partners, the football community, and the general public.</li> <li>As a member of the Safety, Security Operations Team, contributing to Tournament wide coordination and reporting at Tournament Time, including supporting the implementation of an agreed communication, command and control structure.</li> </ul>	
<b>Major Interactions</b>	
<ul style="list-style-type: none"> <li>WAC26 Program Areas</li> <li>Broader Football Australia</li> <li>The Local Organising Committee (LOC)</li> <li>AFC Head of Asian Cup 2026 (ACO)</li> <li>Football Australia Management Team</li> <li>AFC Women's Asian Cup 2026 LOC Office Management Team</li> <li>Asia Football Group</li> <li>Venue and Facility operators</li> <li>Federal, State and Territory Government stakeholders</li> <li>Contractors and suppliers</li> </ul>	
<b>Knowledge, Skills, And Experience</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Background and experience in accreditation and/or working in Venue Management or at Events.</li> <li>Understanding of accreditation and access management operations and its integration in accreditation within Venue Operations.</li> <li>Knowledge of Venue Operations (Stadium)</li> <li>Knowledge of developing procedures and policies for access at venues and translating these into effective operational delivery.</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to manage and to operate in a dynamic working environment, handling multiple projects concurrently and under pressure</li> <li>• Experience in working in a team environment and collaborating across a range of operational areas.</li> <li>• Strong interpersonal and people management skills.</li> <li>• Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills.</li> <li>• Understanding of project management within a venue or major event environment with differing stakeholders.</li> <li>• Responds flexibly and communicates openly to shifting demands and priorities.</li> <li>• IT skills including MS Office (MS Excel, MS Word, MS PowerPoint, MS Visio &amp; MS Project) and comfortable with using other IT programmes (MS Teams, Smartsheet, SharePoint)</li> <li>• High level of flexibility to meet sometimes rapidly changing priorities and variable working duties</li> <li>• Ability to sustain high level performance and problem solving with limited supervision</li> <li>• Demonstrated ability to maintain discretion and confidentiality</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Accreditation experience in sporting events</li> <li>• Understanding of local and global football, respected within the community</li> <li>• Asia-literacy and experience in working in Asian cultural contexts</li> <li>• Previously worked in Football Operations or Sporting Operations</li> </ul>
<b>Qualifications</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications in relevant discipline or equivalent skills in Sport and/or Event Management, related field.</li> <li>• Experience in events industry, accreditation or related fields.</li> </ul>
<b>Unique Criteria</b>	
<p>The following selected items identify the requirements of the role;</p> <p><input checked="" type="checkbox"/> Out of hours and weekend work</p> <p><input checked="" type="checkbox"/> Intra and/ or Interstate travel</p> <p><input type="checkbox"/> International Travel</p> <p><input type="checkbox"/> Significant periods of work away from home</p> <p><input checked="" type="checkbox"/> Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation</p> <p><input checked="" type="checkbox"/> Commitment to continued and regular presence in the Sydney Office – This is a Sydney based role. WFH requirements are to be agreed with hiring manager and aligned to LOC Policy and Procedures.</p>	
<b>Additional Requirements</b>	

To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role;

- ☒ National Police Check
- ☒ International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)
- ☒ Full working rights in Australia
- ☒ Working with children check (paid/ employee) or state- based equivalent
- ☐ Working with children check (volunteer) or state- based equivalent (volunteer roles only)