



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

# **Position Description Medical Coordinator**

Overview	
<b>Title</b>	Medical Coordinator
<b>Department</b>	Medical and Anti-Doping
<b>Location</b>	Sydney
<b>Reports To</b>	Medical Operations Manager
<b>Work Type</b>	Part-Time Fixed Term Contract
<b>Hours/Days Per Week</b>	15 hours per week from contract start to 30 January, 2026 20 hours per week from 1 February to 20 March, 2026 Exact workdays and times to be discussed with Manager.

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

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	
This is a part-time fixed term contract-based role, at LOC Headquarters in Sydney.	
Role Responsibilities	
<p>As part of this role, you will be responsible for:</p> <ul style="list-style-type: none"> <li>• Administrative and clerical support for the Medical Operations Manager and Medical and Anti-Doping program areas.</li> <li>• Liaise with stakeholders AFC Sports Medicine Unit, Stadiums, Training Sites and other LOC program areas in coordinating on medical projects and milestones.</li> <li>• Efficient and appropriate scheduling of meetings and liaison with key parties involved.</li> <li>• Assistance with the operational planning and delivery of Emergency Services (EMS) providers into Official Training Sites.</li> <li>• Oversee the rostering process for EMS providers at Training Sites and Venue Medical Officers on match days.</li> <li>• Act as a point of contact on medical related administrative queries from external stakeholders.</li> <li>• Facilitate communication between the medical team, AFC and other program areas.</li> <li>• Assist in budget tracking for medical resources and services.</li> </ul>	
Role Outcomes/ Deliverables	
<ul style="list-style-type: none"> <li>• Support the successful implementation of the tournaments Medical Operations Plan.</li> <li>• Successful management of EMS provider contract deliverables.</li> <li>• Successful delivery of medical staffing during tournament time, ensuring no medical or doping control staff shifts are missed.</li> <li>• Manage a structured filing system and keep records of all medical and anti-doping related paperwork.</li> <li>• Delivery of the Medical and Anti-Doping program areas within budget.</li> </ul>	
Major Interactions	
<ul style="list-style-type: none"> <li>• WAC26 Program Areas</li> <li>• Broader Football Australia</li> <li>• AFC Women's Asian Cup 2026 Local Organising Committee staff</li> <li>• AFC Sports Medicine Unit and Competition staff</li> <li>• Football Australia</li> <li>• Stadiums</li> <li>• Training Sites</li> <li>• Hotels</li> <li>• EMS providers</li> </ul>	
Knowledge, Skills, And Experience	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience with medical administration, preferably within an elite sports environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong understanding of sports injuries, medical terminology, and rehabilitation processes.</li> <li>• 3-5 years of demonstrated experience in planning, organising, managing and supervising medical services associated with events or comparable sectors.</li> <li>• Proficient with common electronic software (e.g. Outlook, Word, Excel).</li> <li>• Readiness for stand-by duties during the tournament.</li> <li>• Knowledge of Football Australia, AFC or FIFA governing body medical regulations is an advantage.</li> <li>• Ability to be physically present in a host city during the competition period</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>Qualifications</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in health-related field (e.g.) Sports Science, Physiotherapy, Nursing, Sports Medicine or related discipline.</li> <li>• First Aid/CPR certification.</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 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>	
<b>Additional Requirements</b>	
<p>To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role;</p> <p><input checked="" type="checkbox"/> National Police Check</p> <p><input checked="" type="checkbox"/> 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)</p> <p><input checked="" type="checkbox"/> Full working rights in Australia</p> <p><input checked="" type="checkbox"/> Working with children check (paid/ employee) or state- based equivalent</p> <p><input type="checkbox"/> Working with children check (volunteer) or state- based equivalent (volunteer roles only)</p>	

