



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

Position Description Host City and Stakeholder Relations Coordinator

Overview	
Title	Host City and Stakeholder Relations Coordinator
Department	COO Office
Location	Sydney
Reports To	Manager Host City and Stakeholder Relations
Work Type	Full-Time Fixed Term Contract
Hours/Days Per Week	37.5 hours a week

Accountability	
Number of direct reports	0
Number of indirect reports	0
Budget responsibility in \$	N/A

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"> 1. Inclusive 2. United 3. Trust 4. Excellence

Background & Purpose of the Role

The Host City and Stakeholder Relations Coordinator plays a pivotal role in supporting the Manager Government and Stakeholder Relations in the successful planning and delivery of the AFC Women's Asian Cup 2026.

The Host City and Stakeholder Relations Coordinator will assist in managing stakeholder relationships, tracking contractual deliverables, and supporting the event's strategic objectives and reporting requirements, under the guidance of the Manager of Host City and Stakeholder Relations

This is a fixed term contract-based role, at LOC Headquarters in Sydney.

Role Responsibilities

Stakeholder Communication Support:

- Assist in the coordination of communication between the Local Organising Committee (LOC) and host city officials, government representatives, local authorities, and *Football Family* stakeholders.
- Help manage the calendar for meetings with government agencies and stakeholders, ensuring that all necessary parties are informed of key events and timelines.
- Draft and proofread internal and external communications, including emails, meeting agendas, meeting minutes and post-meeting actions.

Tracking and Reporting of all Contractual Deliverables

- Assist in monitoring and tracking the Host City Agreements to ensure all parties meet deadlines and responsibilities using project management software.
- Help maintain a record of key contractual milestones and assist with organising documents and reports for internal tracking.
- Assist in the drafting of reporting obligations for Host Cities and Federal Government.

Event and Protocol Support:

- Support guest list management, including maintaining accurate contact information, roles, salutations, and post-nominals for key stakeholders.
- Coordinate RSVP tracking and communication with invited guests.
- Work closely with the Protocols and Guest Management team to ensure event materials and guest data are correct and current.
- Prepare tailored VIP and VVIP bios to brief the Board, COO and ELT ensuring they are well-informed on key guests in attendance, including roles, titles, and relevant affiliations.

Administration Support:

- Provide administrative assistance in the preparation, formatting and distribution of key documents, including progress reports and correspondence with government bodies.

- Help maintain an up-to-date list of contacts for stakeholders, including key government officials, department heads and *Football Family* stakeholders.

Daily Operations:

- Provide general administrative support to the Manager and General Manager, including preparing presentations, organising meetings, and assisting with event logistics.
- Help with maintaining internal systems, ensuring that all documents and data are properly stored and accessible.

Team Coordination Assistance:

- Assist the Manager and other team members with daily tasks and help with coordinating internal meetings or briefings.
- Take initiative to help with routine follow-up actions to ensure that tasks are completed on time.
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Role Outcomes/ Deliverables

- Effective support for Host City Deliverables
- Proactive Stakeholder Management
- Efficient support in the Delivery of Host City and Federal Government Working Groups
- Accurate reporting and documentation
- Contribute to the Football Government Relation initiatives

Major Interactions

- Broader Football Australia and WAC26 functions
- WAC26 Staff, Football Australia/LOC Board Members and Football Australia CEO's Office
- GM Host City and Stakeholder Relations
- M Host City and Stakeholder Relations
- Host Cities – Government and Departmental Bodies
- Federal Government Representatives
- GM Government Relations – Football Australia
- Various Tournament Stakeholders

Knowledge, Skills, And Experience

Essential	<ul style="list-style-type: none"> • A minimum of 1-3 years in event coordination, project management, stakeholder management, sports administration or a related field • Strong organisational and time-management skills • High level of attention to detail and accuracy. • Excellent written and verbal communication skills • Basic understanding of event coordination and stakeholder engagement • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint); familiarity with event management software is a plus
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	<ul style="list-style-type: none"> • Ability to work in a fast-paced environment and adapt to changing priorities • Strong teamwork and interpersonal skills, with a positive, can-do attitude • Self-motivated, proactive, and eager to learn
Desirable	<ul style="list-style-type: none"> • Bachelor's degree in Sports Management, Project Management, Event Management, Business Administration, or a related field • Project Management Certificate • Previous experience working with government agencies, community organisations, or sport/event-related roles • Comfortable working under direction with the ability to manage tasks independently when required • Reliable and adaptable, with a focus on supporting the overall success of the event and team • Experience with project management software (e.g. WeTrack)

Unique Criteria

The following selected items identify the requirements of the role;

☒ Out of hours and weekend work

☒ Intra and/ or Interstate travel

☐ International Travel

☐ Significant periods of work away from home

☐ 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

Additional Requirements

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)