



Macarthur Football Association – Position Description

JOB TITLE:	Community Football Manager	JOB TYPE:	Full Time
REPORTS TO:	General Manager	DIRECT REPORTS:	Community Football Coordinator
LOCATION:	Head Office, Lynwood Park	TRAVEL REQUIRED:	Yes, local only (vehicle provided)

POSITION SUMMARY:

This position serves to oversee the development of community football coaches and players, as outlined with the Strategic Plan of the Macarthur Football Association

KEY RELATIONSHIPS:

Internal	External
MFA Board of Directors MFA Staff MFA Volunteers MFA Coaches	MFA Member Clubs Football New South Wales (FNSW) Football Federation Australia (FFA) Camden, Campbelltown City, Wollondilly Shire Councils Community Football Coaches and Coach Developers Macarthur Rams Men's FC Macarthur Rams Women's FC Macarthur FC Bulls

KEY RESPONSIBILITIES:

Coach Development

- Establish and execute a Coach Development Plan, ensuring all coaches have access to appropriate mentoring, education, and support opportunities.
- Organisation, administration, and delivery of FFA coach accreditation courses
- Train and develop course presenters
- Manage and develop the MFA Club Coach Coordinator Program and/or a similar coach development network
- Coordination of coach development meetings, functions, and events

Player Development

- Oversee the establishment and development of the MFA local 'SAP' League and Division One Youth League
- Oversee the MFA SAP & AYL teams that compete in Football NSW Competition. Responsible for the appointment of Program Convenors and Technical Directors
- Manage, develop, and expand the MFA player development program suite.
- Appointment of coaching staff, including induction, development, rostering, payroll, reviews, and assessment.

General

- Maintain positive working relationships with MFA member clubs, volunteers, and stakeholders
- Frequent and timely communication to our members and stakeholders
- Track and promote 'good news' stories
- Preparation of monthly reports



- Other duties as reasonably requested by the MFA General Manager

KPIs:

- Education, development and mentoring opportunities to coaches and players
- Quantity of accredited coaches within the Association
- Engagement with coach development, education, and support services
- Annual Player retention
- Total number of registered players annually
- Female participation numbers annually
- Players and coaches progressing through the pathway
- Overall satisfaction with the participation experience

SKILLS, QUALIFICATIONS AND EDUCATION REQUIREMENTS:

QUALIFICATIONS

- AFC B License accredited (or higher) is preferred
- Accredited as a coaching course presenter
- Tertiary qualifications in sports administration or equivalent highly desirable

SKILLS & EXPERIENCE

- Communication: Expresses ideas, organizes and delivers information effectively, and listens actively.
- Genuinely enjoy working with people and an ability to get the best out of everyone
- Community-oriented individual
- Displays energy and enthusiasm, and maintains high level of productivity
- Plans and organizes tasks and work responsibilities to achieve objectives
- Shares complete and accurate information
- Completes work in a timely and consistent manner
- Can work independently or part of a group
- Adapts to changing work environments, work priorities and organizational needs
- Displays emotional resilience and the ability to withstand pressure on an on-going basis.
- Problem solver
- Proficiency in Microsoft Office, and Web Browsers
- Previous experience in coaching teams of a variety of age and ability levels
- Understanding of quality customer service principles. Experience in customer service roles will be an advantage.
- Understanding and appreciation of the game

OTHER REQUIREMENTS

- Adherence to the Association's policies and procedures
- The nature of this role requires frequent after-hours work, including weekends.
- Working with Children Check clearance for paid work
- Hold a valid Driver's license
- legally entitled to work in Australia

Reviewed By:	General Manager	Date:	20/11/2020	Applicable Award:	Sporting Organisations Award 2010
Approved By:		Date:		Position Title:	Community Football Manager



VALUES

- PASSION
- RESPECT
- INTEGRITY
- TRANSPARENCY
- INCLUSIVE

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