



## POSITION DESCRIPTION

### FSC Competitions Co-Ordinator

Football South Coast (FSC), based in the Illawarra, has close to 12,000 registered players and is currently seeking a Competitions Co-ordinator to manage men's football competitions and assist in the overall administration of football across FSC.

This role requires a strong focus and emphasis on the administrative excellence required by the organisation which includes the administration and co-ordination of the Men's Premiership Competition and the Referee's Council.

A key component of this role is to ensure open communication and reporting for the purpose of corporate governance and the day-to-day operations of all FSC activities that may have an impact to the member clubs and stakeholders.

**REPORTS TO:** CEO and MD of Football South Coast. The position is also accountable to the Head of Men's Football Council and relevant Football Council members.

#### **Primary Accountabilities and Duties**

- Coordinate club/team application and administration for Men's Football Council Competitions
- Develop and implement competition draws for all men's premierships competitions.
- Coordinate and execute the Men's Football and Referee Council registration of players, coaches and related activities.
- Relationship Manager to relevant FSC Clubs and members
- Coordinate the administrative aspects of disciplinary issues, including collecting statements, arranging necessary tribunals and related activities.
- Liaise with referees appointments officer on all scheduling requirements
- Liaise with media networks for all aspects of FSC competitions
- Events management for key events surrounding the Men's Premiership Competition
- Ensuring compliance of Working With Children requirements across competitions
- Managing the promotion of all fixtures and events through social media and the FSC Web Site
- Provide promotional activity including newsletter content, stories and match day booklets as required
- Policy review and development
- Compliance with all FSC Corporate and staff policies and procedures.
- Attend to relevant FSC club and council meetings and fixtures as required
- Ensure close liaison with other competitions across FSC to ensure streamlined processes
- Work on gates for Pre-season, Bert Bampton Cup and Men's Premiership Finals series fixtures.

#### **Qualifications**

- Preference for Relevant tertiary qualifications in sports administration or business management

### **Desired Competencies**

- Demonstrated experience in sporting administration with a keen interest in football and knowledge of local competitions
- Commercial and financial proficiency, including business development
- Has an ability to pay attention to detail
- Is able to manage and prioritise tasks over a wide range of functions and responsibilities
- Has the ability to build and manage relationships with members of the football community
- Demonstrated experience in negotiating and managing a diverse range of customers
- Willingness to work weekends and non-traditional hours as required
- Excellent presentation and communication skills

### **Relationships**

Internal: FSC Chairman, FSC Board of Directors, FSC Football Councillors, FSC staff

External: Member Club representatives, Players, Coaches, Referee's, sponsors, Football NSW, Wollongong City Council, Shellharbour City Council

Please submit your resume and letter of application outlining your qualifications, experience and the ability to demonstrate each of the desired competencies as outlined above to [ceo@footballsouthcoast.com](mailto:ceo@footballsouthcoast.com).

Applications close on the **12<sup>th</sup> September 2014**.

For all enquiries, please email [ceo@footballsouthcoast.com](mailto:ceo@footballsouthcoast.com) or call Ann-Marie Balliana, CEO and MD of FSC on 42 856929.