



## Capital Football – Job Description

(Position No 12)

**Title:** Participation Officer  
**Hours per week:** Full time  
**Salary:** approx. \$44K plus superannuation  
**Responsible to:** Game Development Manager



### Preamble:

The ACT Football Federation (trading as Capital Football) is the peak body responsible for the overall development, organisation and promotion of football through 43 clubs in the ACT and region. Capital Football manages more than 17,000 players in junior, men's and women's leagues as well as Futsal, referees and coaches. A range of elite and development programs are also undertaken at school and community levels.

Capital Football is a Member Federation of Football Federation Australia and as such is affiliated with FIFA, the world governing body for football.



### The Position:

In the area of Game Development, FFA and Capital Football strive to strengthen and support the football community, build effective relationships between all levels of the game and ensure that football is accessible and enjoyable for all Australians.

This will be achieved by the Game Development Manager and the Participation Officer establishing partnerships with the football community, to support the delivery of existing and proposed programs and activities as set out in the National Game Development Strategy and the Charter Implementation Agreement. These programs address the Game Development initiatives of the FFA Strategic Plan and aim to help recruit and retain participants as well as ensuring a quality football experience quality for all.

### Responsibilities & Duties:

- Play a key role in assisting the Game Development Manager with the ongoing coordination and implementation of small-sided games within both the club and school environment, with an emphasis on education, support and 'quality control'
- Coordinate the annual organisation and delivery of the Cottee's Schools 5-a-side program
- Coordinate initiatives such as the No School No Play Indigenous program and various other inclusive activities such as Football Connect.
- Assist with the implementation of other game development programs.

### ***Program Planning***

- In conjunction with the Game Development Manager, play a role in the planning and direction of participation and community program activities.

### ***Program Delivery***

- Work with the Game Development Manager on the delivery of specific community football programs.

### ***Program Administration***

- Manage the overall administration of certain programs including planning, documentation, database management and reporting as delegated by the GDM.

### ***Program Evaluation***

- Regularly evaluate programs and make improvements to ensure that all FFA, Capital Football activities are meeting the needs of the community.

### ***Communication***

- Facilitate regular and open communication with other CF technical and competition staff.

### ***Reporting***

- Provide monthly reports to the Game Development Manager.

### **Selection Criteria:**

- Minimum Youth Licence Coach Accreditation;
- Experience and knowledge of grass roots football;
- Highly effective presentation and education skills;
- Demonstrated experience working with volunteers in sport;
- Excellent written and verbal communication skills;
- Proven experience in the implementation and delivery of community based sports programs;
- Ability to manage a small team of casual staff and program deliverers ;
- Highly organised with a strong attention to detail;
- Ability to work independently and as part of a team;
- Completion of Football Member Protection Declaration, Working with Children Check and/or Police Check – compulsory;
- Relevant Degree or tertiary qualification in coach education or sports development related field (eg. Education, Sports Science or Coaching) – desirable.