



Capital Football – Job Description

(Position No 4)

Title: Business Manager
Hours per week: Full Time
Salary: approx \$70K plus superannuation
Responsible to: CEO, Capital Football



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:

The Business Manager has overall responsibility for the management and direction of Capital Football's business operations department. Specifically, provide leadership and direction to the conduct, management and evaluation of major events, as well as managing the finance (grants and sponsorships), marketing, commercial, human resource and corporate operations of Capital Football.

Duties & Responsibilities:

- Develop Capital Football Commercial and Marketing Strategy and operational plans ensuring consistency with Capital Football's 2012-2015 Strategic Plan;
- Assist the CEO with human resource management including staff appraisals;
- In conjunction with the Media and Communications Manager develop and manage a media and communications plan for Capital Football;
- In conjunction with the Media and Communications Manager, coordinate Capital Football special awards programs including the hall of fame and life memberships as well as FFA honours, volunteer and other recognition activities;
- Work with all staff to develop and implement an annual calendar incorporating the Kanga Cup, all leagues, high performance, development and rep squad activities as well as other major events;
- Manage contracts, commercial and sponsorship agreements as well as the acquittal of grants and reporting on sponsorship deliverables for leagues, the Kanga Cup, Canberra United and other programs;
- Take responsibility for facility management strategies as developed under the 2012-2015 Strategic Plan;
- Maintain Capital Football's asset register and stock lists;
- In conjunction with the CEO and Finance Officer oversee the management and reporting of the financial requirements of Capital Football;
- Manage the regular upgrading/maintenance of computers and telecommunications systems – hardware, software, networking, exchange server and telephones;
- Work with the CEO to oversee the promotion and staging of Canberra United's home games in Canberra;

- Assist the Event Coordinator with administering market research into football events, and other relevant activities;
- Be the key contact for the management and organisation of FFA major events in Canberra such as the Futsal and Junior Girls championships;
- Liaise with FFA and other key stakeholders on other operational matters as delegated by the CEO.

Selection Criteria:

Knowledge and skills

Essential -

- High level knowledge of business, commercial and financial planning'
- High-level interpersonal and communication skills;
- Ability to lead multi-dimensional teams to achieve operational outcomes;
- Demonstrated ability to think at strategic and operational level;
- Proven ability to work accurately and meet deadlines.

Desirable -

- Sound knowledge and practical application of human resource management.
- Proven ability to liaise with and foster close cooperation with a diverse group of people and organizations.

Personal qualities

- Demonstrated commitment to teamwork as the core platform of operation;
- Proven experience and skill in organising complex and high-level workloads;
- Highly developed leadership and management skills;
- Proven ability to contribute to a creative and innovative culture within the football community;
- Proven ability to adopt a flexible approach to delivery of outcomes;
- Sound computer skills and working knowledge of Microsoft Office.

Qualifications

- Relevant Degree or tertiary qualification in sport management, commerce, business or finance – highly desirable;
- Management or leadership qualifications – desirable;
- Communications, public relations or media qualifications – desirable.

Experience

- Previous senior/executive management (including HR and finance)
- Leadership in staff development and training;
- Media and Public relations;
- Event management – desirable;
- Sport industry experience – desirable.