



Position Description

TITLE: Community Coach Education Manager

LOCATION: Hills Football – Baulkham Hills.

START DATE: ASAP

POSITION TYPE: Full Time

SALARY: \$70k to \$80k plus super, depending on skills and experience.

OBJECTIVE: The primary purpose of the position is to have a positive impact on the experiences of players and coaches through the expansion and support of a network of coach developers and mentors. An additional focus is the promotion of lifelong learning for coaches that is player centered and provided through a range of flexible delivery options. The Coach Education Manager will also be required to establish and implement innovative programs designed to impact positively on club culture and parent engagement. This challenging role provides an opportunity for someone with a passion for coach development who wishes to identify, recruit and support a network that will enhance young players love for the game of football and encourage long-term participation. The outcome will be coaches who deliver a great experience and enjoyment in playing at all ages and hence keep players playing our great game longer.

KEY RESPONSIBILITIES: The Community Coach Education Manager will:

- Co-ordinate, implement and manage FFA's Community Pathway Coach Development programs and strategies within the HFI boundaries and region.
- Take responsibility for other specific community development strategies as outlined by HFI, FNSW or the FFA in order to effectively and consistently deliver community coach education and participation programs within HFI.
- Develop, implement and manage Hills Footballs Club Coach Coordinator Servicing Scheme (CCC).
- Develop and implement best practice football coach education strategies to increase the number and quality of coaches in The Hills.
- Oversee the management, organisation and delivery of community coaching course events across The Hills.
- Create and instill relevant behavioral expectations within all coaching programs including communications plans for parents.
- Increase the overall technical standard of community coaching through establishment of professional and consistent Coach Education programs.
- Develop a community via the HFI Coach Hub to share coaching ideas and best practices and offer relevant continual learning and development to our coaches, bringing coaching education to them.
- Implement and monitor the community coaching strategic & operational plans.
- Manage the training and professional development of coach educators and mentors.



- Develop a system / process to analysis the coaching community identifying skills gaps across clubs and hence proactively drive the types of coaching courses on offer.
- Develop resources to support community coaches throughout The Hills.
- Report requirements as requested by HFI management.
- Other coaching related tasks as reasonably requested by the General Manger.
- Conduct regular coaching workshops design to improve coach's knowledge.

COMMUNICATION & ADMINISTRATIVE TASKS:

- Implement effective and regular communication relating to community coach education programs and other game development initiatives.
- Ensure course instructors and presenters are aware of details on courses or seminars and their individual responsibilities.
- Manage the coach education database by updating and maintaining records of courses held, participants, survey results and other information impacting on coach education and club development programs.
- Work with the Football NSW Community Coach Development Manager to manage the community football components of the HFI strategic plan and the Football NSW community coach development strategy.
- Recruit, train and lead casual personnel as appropriate to deliver on agreed outcomes for specific programs.
- Oversee the application of and report on the Game Development budget.
- Assist in the operation of HFI office by undertaking other duties as deemed necessary by the General Manager in carrying out the objectives of HFI.

RELATIONSHIPS:

- Reports to the General Manager
- Establish and maintain strong professional relationships and communication with all coaches, the HFI Board, all Member Clubs and various stakeholders, including other clubs (both association and FNSW clubs), associations, schools, FNSW and FFA.

ESSENTIAL SKILLS:

- Minimum B license or equivalent
- Able to deliver all community coaching courses
- Deep familiarity and experience with community coaching and advance the FFA National Football Curriculum.
- Ability to properly identify and develop community level coaches.
- Proven track record in developing and sustaining community coach education programs.
- Exceptional organisation and time management skills.
- High level computer skills including Microsoft Office and website management.
- Great communicator.
- Punctual.
- Works autonomously.



- Able to prioritise tasks.
- Understanding of the rules and regulations of the competitions.
- Working with Children Check.

Desirable Criteria, Not essential

- Sports Administration / Sports Business / Sports Coaching degree or equivalent.

OTHER INFORMATION:

- Regular weeknight and weekend work is required.
- Flexible working hours.