

# Football NSW Competitions Coordinator



Football NSW are seeking to appoint a Competitions Coordinator. The Competitions Coordinator is responsible for the organisation, administration and match scheduling of the designated competitions including player registrations.

The coordinator will liaise closely with the relevant FNSW clubs and stakeholders and maintain a constant and efficient flow of information. The coordinator will ensure that all financial aspects related to the league are appropriately and efficiently dealt with.

## Duties and Responsibilities

- Administering the FFA Cup, Waratah Cup, Futsal Premier League, Futsal Cup in accordance with the FFA and FNSW regulations, policies and procedures.
- Coordination and full operational management of Championship Series events for respective Competition(s), including assisting with the coordination and appointment of Match Commissioners where necessary.
- Processing of player passports if and when required
- Liaise with the FFA on International Transfer Clearances
- Work with online competition administration tools, including Play Football and SportsTG
- Maintain all player registrations for respective competitions
- Enter all competition data efficiently, including results, cautions and match schedules where required
- Liaise with the Media Department to increase promotion and awareness of Competitions
- Populating and maintaining Operational Plans for respective competitions
- Liaising with Referees
- Maintain financials for the delivery of the Competitions by following the defined FNSW financial procedures

- Liaise with the Commercial Department regarding sponsorship requirements Communicate regularly and effectively with competing clubs, association representatives, Match Commissioners and volunteers

### **Selection Criteria (Specified skills, knowledge, experience and education)**

- Relevant qualifications or competitions experience in a similar position for this role
- Ability to maintain a high level of attention to detail
- Ability to communicate effectively across a range of FNSW staff, stakeholders, clubs, volunteers and external suppliers
- Experience in competition administration an advantage
- Strong written and verbal communication skills
- Demonstrated ability of working effectively both independently and as part of a team
- Ability to effectively priorities and execute tasks within set time frames
- Ability to take the initiative
- Technically competent in MS Office Suite of programs (Outlook, Word, Excel, PowerPoint)
- Ability to simultaneously work on multiple tasks

### **Desirable Criteria**

- Knowledge of Football NSW competitions structure
- Knowledge of online competition administration tools, including Play Football and SportsTG

### **Unique Criteria**

- Ability to work unique hours inclusive of weekend and evening work as required
- Maintain a current paid working with children clearance
- The ability to work with multiple stakeholders – simultaneously
- Unrestricted driver's licence
- Ability to undertake domestic travel in delivery of essential job-related activities

## Key Performance Areas

- Successfully managed FFA Cup, Waratah Cup, Futsal Premier League, Futsal Cup
- Leadership
- Customer Service
- Organisation and Time Management
- Self-Application (Attitude) and Interaction
- Communication – written and verbal

## How to Apply:

Please submit your resume and cover letter, clearly stating how you meet the selection criteria.

The cover letter must address the **selection criteria**, plus any other information that you feel is relevant to your ability to fill this position.

Please include the name, position and contact details of 2 referees (from previous / existing roles). They will not be contacted without your prior approval.

You **MUST** be an Australian Resident to apply for this position

Salary Range \$45,000 to \$50,000

The benefits in working for Football NSW include Onsite Parking, Swimming Pool, Gym, Café and Futsal on Friday's!

## Apply for this role

Contact Cindy on (02) 8814 4415 for queries relating to this position.

Email your resume and cover letter to: [Recruitment@footballnsw.com.au](mailto:Recruitment@footballnsw.com.au)

Please Note: Due to the anticipated demand for this position only shortlisted candidates will be contacted