

# Football NSW Futsal Manager



Football NSW are seeking to appoint a Futsal Manager. The Futsal Manager will be responsible for driving the overall growth and development of the game in NSW. This will principally be by increasing participation numbers through developing effective strategies, education programs and other new initiatives.

A key role will be the account management of local community futsal centres and the general futsal community and by overseeing the administration of highly organised competitions and tournaments, development of programs and special projects as required.

The successful candidate will have a deep passion for the game and a strong commitment to supporting futsal centres, clubs, schools and players in an open, fair and transparent manner.

## Duties and Responsibilities

- Development of a strategic plan that outlines a direction and vision for the sport in NSW with key strategies, actions and resources required
- Liaison with affiliated Football NSW futsal centres and stakeholders, communicating in a professional manner and ensuring a constant flow of information
- Develop and manage relationships with existing affiliated local community futsal competition administrators while recruiting new centres
- Drive the education of centres, clubs, coaches, referees and players at all levels by utilising internal resources
- Oversee player registrations including packages and ensure invoicing utilising Play Football
- Implement strategies to ensure the seamless transition between grassroots and elite futsal including funding models for the sport
- Management of the Local Futsal budget and forecasting including completed purchase orders and tracking expenditure
- Work with the Futsal Standing Committee and complete tasks as required including preparation of board papers on items approved
- Collaborate with relevant FNSW departments regarding Futsal Nationals, Futsal State Teams, coaches and referees.
- In collaboration with internal departments promote awareness of the sport through marketing and social media including management of the FNSW Futsal Facebook page and Local Futsal website
- Event manage Futsal Tournament and Competitions (as required) including Community Futsal Cup
- Develop best practice models/templates for local community futsal centre's

- Assist Futsal Schools Development Officer with the delivery of the NSW Futsal Schools Championships.
- Assist the Technical Department on matters relating to the Futsal State Representative Program and preparation for/and attendance at FFA Futsal National Championships.
- Assist the Competitions Department with Elite Futsal Competitions and matters relating to the Futsal community
- Conduct Futsal Coaching and other Club Development courses as required

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

- Demonstrated knowledge of and experience in futsal including an understanding of the structure of community futsal
- Relevant tertiary qualifications in sport, business or similar
- Ability to communicate effectively, both internally and across a broad group of stakeholders and volunteers
- Ability to multitask and work with multiple stakeholders simultaneously, and capacity to plan and bring projects to successful completion
- Ability to resolve problems and manage disputes
- Ability to work both independently and in a team-oriented, collaborative environment creating positive working relationships with all staff
- Ability to maintain a high level of attention to detail to communicate and report concise information
- Competent in MS Office Suite of programs (Outlook, Word, Excel, PowerPoint)

### **Desirable Criteria**

- AFC/FFA Futsal Coaching License (minimum Level 1)
- Previous experience working with multiple stakeholders including centres, clubs, councils, technical staff, coaches, players and other key stakeholders
- Experience developing Talent ID programs or managing elite player pathways
- Knowledge of online registration and competitions systems
- Previous experience in a sport administration role encompassing whole of sport development

### **Unique Criteria**

- Flexible work hours may be required from time to time including night and weekend work
- Ability to undertake regional travel to deliver essential job-related activities
- Working with Children Number for paid workers
- Commitment to FNSW values, behaviours and culture

## **How to Apply:**

Submit your resume and cover letter, clearly stating the role you are applying for and how you meet the selection criteria.

Note: 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 commencing at \$50,000 dependant on experience.

Football NSW offer many employee benefits some of which include; onsite parking, access to swimming pool, free gym and the opportunity to play Futsal on Friday's.

Queries relating to this position – contact Cindy on (02) 8814 4415

**Email your resume and cover letter to:**

[Recruitment@footballnsw.com.au](mailto:Recruitment@footballnsw.com.au)