



## POSITION DESCRIPTION

Position: **Chief Executive Officer**

Location: Pymble, New South Wales

Reports to: NSFA Board of Directors

Staff Management: 8 full time staff, 1 part time staff/contractor

### **About Northern Suburbs Football Association**

The Northern Suburbs Football Association is one of the leading local sports Associations in New South Wales with over 16,700 members. It is the governing body for football in its area and is within the 'family' of Football Federation Australia and Football NSW. NSFA currently consists of 30 Member Clubs and it administers football competitions and tournaments in winter and summer, for males and females from as young as five years old upwards. The Association administers community level sporting programs such as holiday clinics and the Association's Football School.

As well as community football, the Association also provides an elite player pathway. The Association enters teams in Football NSW's Skills Acquisition Program, while the Association's representative Club Northern Tigers FC participates in the National Premier League Men's 2 and Women's 1 competitions.

### **The Chief Executive Officer**

The CEO is responsible for implementing NSFA's vision and strategy. NSFA is into the final year of its 2017-19 Strategic Plan, which focussed on lifting the engagement level of the football community and ensuring that NSFA delivers the football opportunities its members are looking for. The new CEO will be charged with implementing the Association's vision by working with the Board to develop and implement the Strategic Plan's next iteration.

The CEO will work closely with the Board and its individual Directors, as well as the staff. While the CEO will be expected to be across all aspects of the business' operations, the organisation of the business is such that the CEO should be focussed primarily on adding value strategically, rather than on day to day operational matters.

To be considered for this position you will be an experienced sports administrator with football experience, a clear understanding of community level sport and its place within the broader society. You will have strong stakeholder management skills and the ability to forge effective working relationships at all levels.

The Association is seeking to ensure that it is correctly positioned to meet the demands of a changing society, so you must have a 'can do' attitude and be prepared to foster and drive innovation. You will take personal responsibility for the achievement of organisational tasks and strategies within budget.

The operational budget of the Association is over \$3.5 Million and experience in managing a similar sized organisation, possibly within sports or the not for profit sector, would be highly regarded. Experience in building commercial relationships with sponsors and suppliers will be an advantage, as will experience in working with local government and infrastructure projects.

## Responsibilities

- Overseeing the full administration of NSFA's various competitions and tournaments
- Provision of appropriate support and advice structures to the Association's 30 Member Clubs
- Working collaboratively with the Ku-ring-gai & District Football Referees Association
- Overseeing the management of the Northern Tigers FC; provision of assistance to the Management Committee of Northern Tigers FC as required
- Oversight of the management and development of NSFA's various football programs, including XLR8 football development programs for community footballers and Inspire development program for coaches
- Development of relationships with the Association's key stakeholders, including: staff, Member Clubs, Northern Tigers FC, other football associations, Football NSW, local Councils, local government, State and Federal MPs, key suppliers and sponsors.
- Representing NSFA's needs and interests within the greater football community i.e. associations, FNSW, FFA, etc
- Management and mentoring of staff and contractors to ensure their personal development, as well as a high level of job performance
- Management of the budget of the Association, to ensure that Members' funds are utilised responsibly and in accordance with the Strategic Plan
- Negotiation of all contracts on behalf of the Association
- Provision of timely and relevant Board papers including financial reporting for the Board
- Acting as the NSFA Privacy Officer and Company Secretary to the Board

## Future Development

- Working with the Board on the development and implementation of the 2020-22 Strategic Plan and delivery against the Strategic Plan
- Working with the Association's Technical Director to grow the various coaching and development programs and provide pathways for both players and coaches
- Oversight of the application by the Association for all appropriate government funding initiatives
- Advancement of the Association's sponsorship strategy
- Provision of an effective lobbying presence with each of the local Councils within which the NSFA operates, as well as with local State and Federal Members of Parliament
- Progressing the grant and/or loan funding and manage the submission to Ku-ring Gai Council of a suitable Development Application for a 'Home of Football' at NTRA
- Growing organisational capacity, including bringing to the attention of the Board opportunities for innovation and business development

## Selection Criteria

In addition to being able to demonstrate an ability to meet the responsibilities listed above, the successful candidate will also require a range of professional and personal skills, including:

### Leadership and vision

- Demonstrated leadership in administration
- The ability to think strategically, especially with respect to all forms of football activities
- A pro-active approach to issue identification and resolution

### Personnel Management

- Experience in staff management and development
- Delivery of outcomes through the effective management of individuals and stakeholder groups

### Financial Management

- Demonstrated financial proficiency, including responsibility for budget management
- Understanding of the balance required between financial performance and the goals & objectives of a grassroots sporting organisation

Professional Skills and relevant experience

- Professionalism, integrity and the highest standards of personal behaviour
- Excellent communication skills, including the ability to represent the association as required
- Strong computer skills and demonstrated ability to use Microsoft Office suite of products
- Ability to be a positive ambassador for football in the region
- Willingness to work after hours and occasional weekends as required

Highly Desirable Experience and Knowledge

- A clear understanding of the Association's position within the sporting administration hierarchy
- Experience in obtaining sponsorships and grants (or equivalent) and in fulfilling associated reporting requirements
- Experience working with and alongside volunteers and an ability to harness the expertise and enthusiasm of a volunteer workforce

Applicants must be legally entitled to work in Australia.

Candidates are invited to visit the Association's website at [www.nsfa.asn.au](http://www.nsfa.asn.au) and to review the Annual Reports, Constitution and Strategic Plan contained under *The Association* tab.

**Apply to:**

Name: Hilary Bingham (Vice President)

Phone: +61-413 182 502

Email: [NSFACEOApplications2019@gmail.com](mailto:NSFACEOApplications2019@gmail.com)

**How to apply:** Applications should be forwarded directly to [NSFACEOApplications2019@gmail.com](mailto:NSFACEOApplications2019@gmail.com) by COB on Friday 6th September 2019. If you are intending to apply, please do so at the earliest possible date.

**Preferred format:** Applicants are requested to provide a cover letter of no more than one page as well as a current CV of no more than two pages, merged into one MS Word file. It is requested that your email in application for this role be sent with the following subject identifier of the email:

Chief Executive Officer – NSFA – << your name >>



Position Title: **Chief Executive Officer**

Short Description: The Northern Suburbs Football Association is one of the leading local sports Associations in New South Wales with over 16,700 members. An opportunity exists to lead the continued growth of both football in the region and also the Association generally. NSFA is at an exciting time and is looking for an experienced leader to work with its various stakeholders for the advancement of the game.

Employer: Northern Suburbs Football Association

Work Type: Full time

Salary: Structured to attract high quality candidates.

Location: Pymble.

Detailed Description: Northern Suburbs Football Association is the governing body for football in its area and is within the 'family' of Football Federation Australia and Football NSW. NSFA currently consists of 30 Member Clubs and it administers football competitions in winter and summer, for males and females from as young as five years old upwards. As well as community football, the Association also provides an elite player pathway involving Football NSW's SAP, and National Premier League.

NSFA is entering in the final year of its 2017-19 Strategic Plan. The new CEO will be charged with implementing the Association's vision by working with the Board to develop and implement the Strategic Plan's next iteration.

To be successful in this role you must have:

- An ability to work successfully with the Association's key stakeholders, including: staff, Member Clubs, Northern Tigers FC, other football associations, Football NSW, local Councils, local government, State and Federal MPs, key suppliers and sponsors.
- Football experience
- An appreciation of the challenges involved in working with largely volunteer-run organisations. Previous experience in the management of a not-for-profit business would be desirable.
- Legal entitlement to work in Australia

A Position Description is attached. Candidates are also invited to visit the Association's website at [www.nsfa.asn.au](http://www.nsfa.asn.au) and to review the Annual Reports, Constitution and Strategic Plan contained under *The Association* tab.

Closing date: **COB on Friday 6th September 2019**

Other details: Interviews will take place from mid-September to mid-October 2019, with a final appointment to be made shortly thereafter. The successful candidate will be invited to start as soon as possible, mindful of notice periods required.

**Apply to:**

Name: Hilary Bingham (Vice President)

Phone: +61-413 182 502

Email: NSFACEOApplications2019@gmail.com

**How to apply:** Applications should be forwarded directly to [NSFACEOApplications2019@gmail.com](mailto:NSFACEOApplications2019@gmail.com) by **COB on Friday 6th September 2019**. If you are intending to apply, please do so at the earliest possible date.

**Preferred format:** Applicants are requested to provide a cover letter of no more than one page as well as a current CV of no more than two pages, merged into one MS Word file. It is requested that your email in application for this role be sent with the following subject identifier of the email:

Chief Executive Officer – NSFA – << your name >>