



POSITION DESCRIPTION

POSITION TITLE:	Program Manager – Sporting Schools
REPORTING LINE:	Head of Female Football & Schools
DEPARTMENT NAME:	Football Department
FUNCTIONAL RELATIONSHIPS:	Head of Football Development, Head of Member Services, Association CEO/GM's
POSITION TYPE:	18-month contract (until 30 July 2026)

The integration of the Sporting Schools program into Football NSW provides a significant opportunity to improve the experience of new and current members with football in a safe, social and educational environment. The engagement of the program will drive participation of football through the state, unlocking new participants and servicing schools to add to the strong foundation football has within grassroots sport.

Football NSW aim to improve the collaboration and co-delivery of football based school programs with its Member Associations to create clear pathways for students to join their local grassroots football club and become part of the football family.

The Football NSW Program Manager – Sporting Schools role will predominantly be responsible for all operations, logistics and communication regarding the Sporting Schools program that will be administered by Football NSW from 1 January 2025.

The role will be responsible for the coordination, communication and management of stakeholders from time of school bookings, through coach allocation, program delivery and invoicing post program.

This role will require strong leadership of a casual coach work force to deliver 240+ programs in 2025 to over 5,000 coaches. This role will lead a group of ~40 casual coaches, including recruitment, appointments, development and other matters.

The Program Manager will be required to form strong relationships with Football NSW member associations, including clear communication, organisation and deadline management of tasks.

The position is based at the headquarters of Football NSW at Valentine Sports Park, Glenwood.



Key Areas of Responsibilities

General

- Coordinate and deliver logistical tasks for Sporting Schools programs including online booking portal, data capture of teachers, and distribution of relevant resources to coaches and teachers.
- Recruit, train and deploy state-wide workforce to deliver fun, educational, and engaging football sessions in a safe and inclusive environment.
- Manage budget for Sporting Schools and manage coaching workforce payments.
- Liaise with Football NSW Finance team for invoicing.
- Conduct surveys each term to measure quality and experience.
- Build relationships, work closely with local Association & Club stakeholders on localised strategy to elevate and maximise reach.
- Identify & market in potential growth areas, including road shows to regional & remote communities.
- Conduct site inspections and program observations. Monitoring and reviewing programs to ensure they are delivered to the highest standard
- Provide a reliable information source for parents, clubs, and community sites.
- Consistently report to all stakeholders on program and participant numbers and transition percentages
- Increase the number of schools who choose Sporting Schools football programs by promoting local community clubs and connecting teachers to become teacher ambassadors.
- Work with local community clubs to facilitate and execute transition of school student to local player initiatives.
- Identification, recruitment, and promotion of all participation programs within your region.
- Delivery of Sporting Schools, Gala Days, School competitions and other school initiatives that arise.
- Delivery of quality customer service experiences for teachers, parents, and workforce.
- Work alongside the wider Football NSW Football Department on projects and events

Knowledge, Skills and Behaviour Required

- Experience within the game of football (player, coach, and administrator)
- Hold a current Foundation of Football accreditation or higher
- Passion to develop the game of football.
- Excellent administration skills
- Ability to work independently and as part of a team.
- Ability to collaborate effectively with stakeholders
- Experience working with children and parents
- Proficient communication skills – confidence speaking in public and delivering information
- Ability to demonstrate collaborative and inclusive approach to problem solving
- Hold a valid Working with Children Check
- Customer service/sales experience
- Hold a valid drivers licence
- Previous Marketing and/or promotional experience preferred.
- Previous experience in managing a casual workforce is beneficial.



- Previous experience in mentoring/developing an individual is beneficial.
- Flexible working hours, including weeknights, weekends and intrastate travel required

Unique criteria

This role may require some weekend and evening work (unique work hours) and whilst you will be entitled for Time in Lieu, this requirement is incorporated in to the complete salary package

Attitude and Behaviours

As the role includes operating as part of a team, you are expected to work as a team member, show appropriate behaviours and respect to all our employees and work with a spirit of co-operation.

