

**ROLE DESCRIPTION - SENIORS COORDINATOR**

Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt to their needs.

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| **Job Purpose** | To ensure the club promotes and works towards strong participation and positive outcomes for Senior teams. Ensure the Senior age group requirements of the club is run effectively and efficiently in an administration, financial and social capacity to support all on field activities. |
| **Job Responsibilities** | * Ensure coaches, players and managers understand their responsibilities to the club, communicated through the Clubs Codes of Conduct. * Be the first point of contact for questions or disputes. * Provide recommendations for what divisions senior teams should be nominated into. * Facilitate pre-season coaches and managers information evening. * Ensure Players, Coaches and Managers understand registration requirements. * Ensure Coaches and Managers understand team sheet requirements. * Ensure Players, Coaches and Managers are allocated to the competition management system. * Confirm and communicate training schedule – Preseason and Winter Season. * Have an understanding of relevant by laws, rules and regulations for Senior competitions. * Report Senior activities to AGM / Committee meetings. * Ensure teams have uniforms / managers have kits and gear as required to run training and meet matchday requirements. * Facilitate Senior Presentation night. |
| **People Management** | Yes, Responsible for Senior team Managers. |
| **Budget Management** | Supporting role, may assist with payment plans. |
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| **JOB HOLDER CAPABILITIES** | |
| Qualifications and Experience | Previous experience in a leadership or Coordinator role in a not-for-profit, volunteer-based organisation is preferable. |
| Knowledge and Skills | * Well, informed on all club activities related to Seniors. * Conscious of future direction and plans from committee meetings related to Seniors. * Good understanding of league requirements at local level. * Approachable and well organised. * Ability to delegate and supervise. |