



Highlands Soccer Association (Inc.)

ABN: 71 417 273 069

Assoc. No: Y0535926

Job Description

Issued 200113

Title: Competition Coordinator

Reports to: The Board of Highlands Soccer Association

Location: Home based within the Highlands Soccer Association boundary within Football NSW (similar to Wingecarribee Shire Council boundary).

Scope: Full time position (via employment agency or on contract basis to ABN holders)

General Description:

The Highlands Soccer Association (HSA) Competition Coordinator will use his or her experience in administration underpinned by a strong demonstrable financial acumen &/or event management & marketing to lead the effective & efficient delivery of the organisations objectives and goals to its multiple stakeholders within the prescribed annual budget.

Key Responsibilities:

- Implementation of the HSA goals & objectives, ensuring their delivery as per the business and operational plans;
- Prepare a monthly written report on activities affecting HSA for consideration by the Board;
- Organisation and control of all admin staff activities and volunteers to ensure effective and efficient provision of all services, including asset maintenance, ground availability and allocation of fields to meet with the requirements of HSA, Highlands Football Club (HFC), summer football, FUTSAL, representatives teams, developments squads, other football programs, finals series matches and any other events as directed by the Board;
- Ensure administration and operational support is available to best suit the needs of HSA, HFC and HSA Member Clubs.
- Ensure computer, data and communication systems & devices are fully functional and that databases of Members, players (HSA, HFC, summer football, FUTSAL and other programs & activities) are maintained to ensure that the data is of the highest integrity;
- Assist the Board in its pursuit of financial stability of HSA and HFC through the development of new business opportunities, the acquisition of new funding sponsors, the management of the continued support of existing sponsors, and the development of other entrepreneurial events.

All Correspondence for the HSA Inc. to: PO Box 2221, Bowral, NSW 2576

Chairman:
Director of Operations / Executive Director:
Website: www.hsa.org.au

Leon Smith
Ian Campbell

M: 0423 078279
M: 0418 485 643

chairman@hsa.org.au
dir.ops@hsa.org.au

- Manage and inspire the morale of HSA staff, volunteers & service supply contractors through effective goal setting, targets and/or key performance indicators as appropriate;
- Report on the operations of HSA to the Board as outlined in the Governance Policy or as requested by the Board;
- Develop effective communication channels so the Member Clubs, HFC and the Highlands football community are fully informed of current competition & program information;
- Develop strong relationships with the key HSA stakeholders including sponsors, HFC, Football NSW Southern, Football NSW, Glasgow Rangers FC, Western Sydney Wanderers FC, Wingecarribee Shire Council & the Member Clubs;
- Actively pursue opportunities to market HSA and HFC activities & grow the profile of these organisations at meetings, conventions, seminars, across the broad range of business in the local area and region, as appropriate and where directed to do so by the Board.
- Operationally manage football activities including FUTSAL, HSA finals series, HSA representative squads, HFC 'home' match days, Junior Summer Football.
- Assist in the administrative and operational management of the Moss Vale Soccer Club Senior Summer Soccer in cooperation with Moss Vale Soccer Club.

Key Skills:

- A strong understanding of an Associations role in the amateur and semi-professional sports environment, its cycles and the activities required to establish it as a sporting Association of first choice;
- Strong people skills with the ability to manage and balance the interests of staff, volunteers, supply contractors, coaches, players, parents and stakeholders;
- Commercially oriented – possessing the confidence, skills and experience to identify, negotiate and execute new opportunities to generate revenue to support the organisations activities;
- Strategic thinking and planning of football activities in its various forms;
- An ability to make a material contribution to the leadership, operations and activities of HSA and HFC;
- Delivery of outcomes through the effective management of people and all stake holders;
- A management style that develops quality and effective inter-personal relationships at all levels;
- A commitment to a culture of continuous improvement.

Experience:

- 5+ years in management providing services to a range of clients and stakeholders;
- Experience with sporting organisations is essential;
- Experience in developing income producing events;
- Experience in successfully attaining grant funding for projects;
- Experience in football (any of: player, coach, administrator, volunteer) is desirable.

Education and Training:

- Applicable tertiary qualifications and/or demonstrated life & work experience skills;
- Football qualifications desirable.