



Position Description – AIA Vitality AIA Vitality MiniRoos Development Officer

Purpose of Role: Oversee the development, implementation and quality delivery of the AIA Vitality AIA Vitality MiniRoos Kick-Off introductory program and AIA Vitality AIA Vitality MiniRoos Club Football playing formats.

Responsibilities:

- Identification of AIA Vitality AIA Vitality MiniRoos Kick-Off Program sites;
- Conduct site inspections and program observations monitoring and reviewing programs to ensure they are delivered to the highest standard.
- Delivery of information sessions and training programs for AIA Vitality MiniRoos Kick-Off Program Managers, Club Coordinators, Coaches and Game Leaders;
- Administration of AIA Vitality MiniRoos Kick-Off programs and club football;
- Organisation and delivery of AIA Vitality MiniRoos Schools Football Festivals;
- Promotion of AIA Vitality MiniRoos Kick-Off programs and club football opportunities;
- Reliable information source for parents, clubs, schools, and community sites;
- Mentoring of youth coaches and sports administration students within FFA's SEDA programs;
- Assistance with the organisation and delivery of AIA Vitality MiniRoos promotional and value-add events, including precinct and halftime match day activations;
- Assistance with the delivery of key partner deliverables of the AIA Vitality MiniRoos Program in conjunction with the FFA Commercial Team.
- Delivery of quality customer service experiences

Key relationships:

- FFA staff
- MF staff
- Local clubs
- Local councils
- Schools
- HAL clubs
- Sponsors

Key Selection Criteria:

- Experience within the game of football (player, coach, administrator)
- Experience working with children and parents
- Proficient communication skills – confidence speaking in public and delivering information

- Minimum 2 years in an administration role
- Ability to demonstrate collaborative and inclusive approach to problem solving
- Accredited coach: Minimum Skill Trainer/Junior Licence
- Hold a valid Working with Children clearance
- Customer service/sales experience
- Passion to develop the game of football
- Valid Driver's license
- Flexible working hours, including weeknights, weekends and intrastate travel required

KPI's:

No. of AIA Vitality MiniRoos Kick-Off program sites, including no. of girls only sites

No. of training and education services delivered to program managers and other staff

No. of registered participants in AIA Vitality MiniRoos Kick-Off program sites, including no. of girls

% of participants transitioning to AIA Vitality MiniRoos club football

Total number of AIA Vitality MiniRoos participants (program and club football)