

## Position Description

### SECTION 1

**POSITION TITLE:** Competitions & Club Development Team Leader- Metro North

**TYPE of EMPLOYMENT:** Full Time/ Fixed Term

**KEY FOCUS OF THE ORGANISATION** (WAFC Vision):

Connecting and enhancing WA communities through our great game.

### CORE VALUES

At the West Australian Football Commission, we value

- **OUR PEOPLE**  
We care for, support and develop our people  
We are one united team committed to delivering our agreed objectives  
Together we celebrate our successes and achievements
- **OUR RELATIONSHIPS**  
We deeply value the players, volunteers, stakeholders and fans of our game  
We are committed to building relationships that are enduring  
We earn trust through our behaviours and communications
- **BEING OUR VERY BEST**  
We strive to give our best every day  
We are recognised as an organisation that gets things done  
We bring passion, perseverance and a positive attitude to everything we do
- **LEADING OUR INDUSTRY**  
We respect our history as we shape our future  
We work in partnership to ensure football's success  
We aim to set the standards for our industry

**KEY FOCUS OF THIS POSITION** (Why this job exists):

The Competitions & Club Development Team Lead will play a hands-on role that will drive community clubs to operate in a strong, effective and sustainable manner. The role will also oversee the day to day delivery of Junior Competitions within the region.

<b>REPORTING RELATIONSHIPS</b>		
POSITION REPORTS TO:	DEPARTMENT / BUSINESS UNIT:	DIRECT REPORTS:
CDM/Regional Manager	Engagement & Community Football	Competition Administrator Development Officers CDO's Trainees

<b>SECTION 2</b>	
<b>KEY RESPONSIBILITIES/ DUTIES IN THIS POSITION</b>	
<b>KEY RESPONSIBILITIES</b>	<b>DUTIES</b>
<b>Clubs and Volunteers</b>	<ul style="list-style-type: none"> <li>• Delivery of the WAFC Club Development program to all clubs within a region.</li> <li>• Primary WAFC contact point for all clubs within the region.</li> <li>• Management of any Member Protection issues.</li> <li>• Promotion and local delivery of the Volunteer of the Year program.</li> <li>• Promotion and local delivery of the Volunteer Engagement Strategy.</li> <li>• Delivery of WAFC Club &amp; Volunteer events.</li> <li>• Conflict Resolution of issues</li> </ul>
<b>Participation and Engagement</b>	<ul style="list-style-type: none"> <li>• Manage and deliver (in consultation with Competition Directors) Junior Competitions within region.</li> <li>• Junior Football issue management and conflict resolution.</li> <li>• Attend JCC meetings and other Junior Football forums as required</li> <li>• Collect and flag data for all Game Day Environment related reporting.</li> <li>• Work with all clubs to maximise participation and appropriately nominate teams into competitions.</li> <li>• Provide game day support to Junior Football stakeholders where required.</li> <li>• Umpiring Support as appropriate.</li> <li>• Deliver WAFC strategy, including Youth Football recommendations and other strategies as appropriate</li> <li>• Develop relationships with WAFC affiliate leagues, along with senior community club</li> </ul>

	relationships and connection and link to the District / Region.
<b>Development Officer Management</b>	<ul style="list-style-type: none"> <li>Line management of Development officers, admin officer, CDO's and Trainees</li> </ul>
<b>Misc.</b>	<ul style="list-style-type: none"> <li>All other tasks as directed by Line Management</li> </ul>

SECTION 3	
COMPETENCIES REQUIRED FOR THIS POSITION:	
<b>1. Technical Knowledge</b> General knowledge of the football industry and the various stakeholders.	<b>6. Initiative</b> Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities. Ability to work independently.
<b>2. Computer literate</b> Business literate knowledge of Access, Word, Excel, Explorer, Cloud, Outlook and PowerPoint.	<b>7. Planning and Organising</b> Ability to organise and prioritise a course of action for self and to accomplish goals.
<b>3. Effective Communication</b> Ability to clearly convey information and ideas through a variety of media, including presentations at meetings, in a manner that engages the audience and ensures comprehension of the message.	<b>8. Analytical Power</b> Ability to identify priorities, issues and potential problems by integrating information from different sources and drawing logical inferences and valid interpretations from the data.
<b>4. Client/Stakeholder Focus</b> Ensuring stakeholders and clients are always properly serviced.	<b>9. Judgement</b> Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.
<b>5. Teamwork</b> Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals.	<b>10. Problem Solving</b> Ability to recognise a problem, identify possible causes, generate alternative solutions and select the most appropriate course of action giving full consideration to all factors.

<b>EXPERIENCE REQUIRED TO UNDERTAKE THE POSITION: (Essential or Desirable)</b> <ul style="list-style-type: none"> <li>Relevant tertiary qualification or equivalent industry experience (E)</li> <li>Ability to lead and interact confidently and influence stakeholders (E)</li> <li>Demonstrated ability to present to stakeholders (E)</li> <li>Demonstrated ability to innovate (E)</li> <li>Strong Computer literacy, along with Social Media comprehension (E)</li> <li>Able to work after normal business hours and on weekends (E)</li> <li>Current WA Drivers Licence (E)</li> <li>WWC card (E)</li> <li>Excellent written and verbal communications (E)</li> <li>Demonstrated ability to succeed in a high-volume work environment (E)</li> <li>A self-motivator, who achieves results autonomously or via teamwork (E)</li> <li>Good customer relationship/communication skills (E)</li> <li>Demonstrated experience managing multiple staff (E)</li> <li>A sound understanding of WA Football structure and system (D)</li> <li>An understanding of Club Football environments within WA Football (D)</li> <li>Experience in training and development programs and course design (D)</li> </ul>
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