

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.

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

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

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

SECTION 3	
COMPETENCIES REQUIRED FOR THIS POSITION:	
1. Technical Knowledge General knowledge of the football industry and the various stakeholders.	6. Initiative Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities. Ability to work independently.
2. Computer literate Business literate knowledge of Access, Word, Excel, Explorer, Cloud, Outlook and PowerPoint.	7. Planning and Organising Ability to organise and prioritise a course of action for self and to accomplish goals.
3. Effective Communication 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.	8. Analytical Power Ability to identify priorities, issues and potential problems by integrating information from different sources and drawing logical inferences and valid interpretations from the data.
4. Client/Stakeholder Focus Ensuring stakeholders and clients are always properly serviced.	9. Judgement Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.
5. Teamwork Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals.	10. Problem Solving 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.

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

