

**Bankstown District Amateur**

**Football Association**

**Football Operations Manager**

**Position Description**

**Football Operations Manager – Position Description**

The Bankstown District Amateur Football Association (BDAFA) is affiliated with Football NSW and is based in the southern metropolitan area of Sydney. Having a base of approximately 6,500 players, across 21 clubs, the BDAFA is looking to further service the requirements of its members and to develop football in the district from a grassroots level.

**Position Title**: Football Operations Manager

**Reports to**: General Manager - BDAFA

**Remuneration**: An attractive salary package will be negotiated with the successful applicant

**Location**: The BDAFA office is based at Level 1, 116 Cahors Rd Padstow, NSW 2211; however the role requires extensive travel throughout the Bankstown District and will, at times, require travel to attend FNSW & FFA events.

**Hours**: The position will be full-time, 38 hours per week. Due to the nature of the position your working hours will predominately be 9.00am to 5.30pm Mon-Fri with the flexibility to shift the working days around to cater for weeknight meetings and weekend game inspections

**Applications**: Should be addressed to Scott Farquharson, General Manager, by email on [**secretary@bankstownsoccer.com.au**](mailto:secretary@bankstownsoccer.com.au) by 5:00pm on **21st January 2015.** Applications should include a CV restricted to 5 pages and be submitted as one PDF document.

**Qualifications:** Applicants should ideally hold an AFC “C” Licence with a relevant tertiary education qualification (preferred)

**Enquiries**: Any enquiries should be directed [secretary@bankstownsoccer.com.au](mailto:secretary@bankstownsoccer.com.au) or to Scott Farquharson on 0411 586 612

**Role Responsibilities**

***Coach Education at BDAFA Clubs***

* Establish, maintain and facilitate an effective Coach education system that will be used in **mentoring coaches primarily at BDAFA clubs**, but extending to the academy and representative teams for skill development and ongoing advancement
* Organise and run accredited FNSW coach education courses
* Develop, establish and maintain close collaborative **partnerships with the BDAFA clubs’** Technical Directors / Head Coaches
* **Assist and support clubs** to run Grassroots, Youth and Senior courses as often as required
* Identify and **mentor new Instructors** for coaching courses
* Create and implement a **syllabus for coaches** throughout the BDAFA to implement with their club’s teams
* Keep BDAFA coaches abreast of all FFA and FNSW coaching updates, advancements and coaching aids
* Assess coaches at training sessions and during games providing feedback to those who have been assessed; keep records for charting progress of coaches

***Player Coaching at BDAFA Clubs***

* Coaching of “cluster squads” of club players
* Establish and implement Pathways Programs for various age groups of club players
* Coach Pathways Programs according to FNSW / FFA approved and established criteria
* Carry out and make reports on technical and other aspects of the players’ abilities then liaise with relevant stakeholders to agree ways to improve

***Coaching & Development at BDAFA Clubs***

* Work with accredited external service providers to develop, maintain and facilitate coaching programs for delivery to BDAFA Clubs
* Manage active promotion of the program to our member clubs and sponsors
* Mentor in the region to grow and improve participation and quality of course delivery
* Discuss and agree ideas for program enhancements with the Board via the General Manager
* Identify, promote and mentor new coaches
* Organise, coordinate and conduct clinics at schools (for consideration post 2014)

***Administration and Association Development***

* Develop a thorough knowledge and understanding of:

Individual Club based skill development and coaching initiatives

Opportunities for new coaching programs

* Develop and maintain collaborative working relationships with:

Local club contacts

Local coaching contacts

Key administrator contacts

* Liaise with General Manager and the Board regarding specific football development strategies
* Identify opportunities to promote and participate in media publications for all programs
* Provide contributions / updates to the BDAFA community via the BDAFA website, BDAFA social media and other channels of communication (as approved) on a regular basis
* Maintain records of all presentations and training sessions conducted with BDAFA club committees, teams, Instructors and coaches (*A manual is to be prepared in conjunction with the National Coaching Curriculum*)
* Report on progress and development of school visits (post 2014)

Key Performance Indicators will include:

* Delivery of a minimum 2 Senior Licence courses in a 12 month calendar
* Delivery of a minimum 2 Youth Licence courses in a 12 month calendar
* Delivery of a minimum 3 Junior Licence courses in a 12 month calendar
* Delivery of school holiday camps (a minimum of 2 per annum)
* Increase the number of qualified coaches by 10% per annum across Association
* Work with Clubs to encourage female participation in coaching clinics

***Working Together***

* Encourage clubs and schools to participate in all development programs (eg, coaching courses, FNSW Updates, Small Sided Game promotions and marketing / promotion opportunities)
* Develop, establish and maintain close collaborative partnerships with the FNSW Technical Department
* Attend and report on update programs organised by FNSW or FFA

***Innovation***

* Keep abreast of game developments, new initiatives, requirements and applications
* Develop training programs designed to improve the skills and performance of players and coaches

***Representative Football***

* Play a key role, in collaboration with the General Manager and Technical Director, in the appointment and management of the Regional Youth League (RYL) and Skills Acquisition Program (SAP) coaches, including oversight of the delivery of the FFA national curriculum
* Establish and monitor coaching and player development programs for the RYL & SAP programs operated by the BDAFA

***Attendance when required at regular meetings***

* Ongoing development of the coach education / mentor program
* Identify emerging talent at club level and in coaching clinics
* Perform relevant tasks as and when requested or required by the General Manager

***Competition Structures***

* Create all of the Competition Structures and draws within SportingPulse
* Maintain the Competition Structures and draw in SportingPulse as required
* Ensure all results are entered into SportingPulse by 7.00pm Sunday night. Issue of fines for late results
* Ensure team sheets are inspected each Monday morning and all Yellow Cards are recorded against the players record

***Disciplinary and Judicial***

* Ensure all Referee reports from weekend games have been submitted to BDAFA before 11.00am each Monday Morning (or by 11.00am the day after a weeknight game)
* Review Referee reports and prepare outcomes for Disciplinary Committee
* Communication to Clubs any automatic suspensions
* Management and preparation of any Judiciary Cases

***Direct Reports***

* Administration Clerk
* Technical Director

***General***

* Preparation of monthly reports for the Board). Reports to be at the directive of the Board in the format they require).
* Management of time keeping records for Admin Staff
* Other duties as determined by the Board and communicated via the General Manager