

Developing football for everyone.

MiniRoos Coordinator – Position Overview

Preamble:

ESFA has evolved to become the sole delegated authority empowered to promote and coordinate the game of football (soccer) in the Eastern Suburbs. The ESFA is affiliated to Football NSW and through this body is affiliated with Football Federation Australia and FIFA.

ESFA is a non-profit organisation with more than 9,000 players encompassing players under 6s to all age women and men, and various representative teams.

There are 25 clubs affiliated to ESFA from across the Eastern Suburbs of Sydney.

Football is played all year round, with the winter pre-season games and training commencing in March, and ending with finals in September and Summer Football running from October to February.

During the height of the season, the Association is responsible for administering or participating in over 300 matches per weekend.

ESFA's administrative deliverables include the scheduling, rostering, ground allocation and appointment of referees for matches, recording results, monitoring rule compliance, judiciary matters and management of the ESFA's website where appropriate.

Position Title:	MiniRoos Coordinator
Reports To:	The General Manager
Salary:	Commensurate to role and the successful candidate's skills and experience
Location:	ESFA office and other locations as required.

Position Overview:

The MiniRoos Coordinator is responsible for the administration of all ESFA MiniRoos programs. The MiniRoos Coordinator is responsible for providing administrative service to and administrative supervision of member clubs, Football Management Committees and other stakeholders.

Key Deliverables: The MiniRoos Coordinator is required to fulfill a number of essential functions, including:

1. Building, administering and maintaining the season's divisions, fixtures and results
2. Effective monitoring of results and management of ability matching
3. Oversight of hub management including appointment of hub coordinators and other hub staff (setting up, managing day to day running of the hubs)
4. Managing gala days
5. Ensuring equipment is provided
6. Liaison with Technical Coordinator to help bring technical development to coaches and thence players
7. Ensuring clear communications with players and parents, and all stakeholders
8. Delivery of a professional administration service that meets the needs of the General Manager, Football Management Committees and ESFA stakeholders.
9. Effective planning, administrative management and supervision of member clubs and stakeholders.
10. Develop and maintain an "issues log" and "risk register" highlighting operations and competition issues that require policy or procedural amendment for the attention of the General Manager, Football Management Committees and the Board.
11. Monitoring and implementing high standards of ethics and integrity in the administration of football programs.
12. Manage scheduling and venue bookings as required to support ESFA MiniRoos programs.
13. Attend MiniRoos League Council, Junior Football Management Committee, and other meetings as directed, taking accurate minutes where required for dissemination to stakeholders.
14. Maintain confidentiality of issues being canvassed by the Junior Football Management Committee and/or General Manager.
15. Event management activities including contribution to and development of the ESFA's event schedule, fostering and building strong working relationships with various stakeholders.
16. Represent ESFA at internal and external meetings and functions as specified by the General Manager.
17. Any other duties as directed.

Essential skills:

The MiniRoos Coordinator must demonstrate a range of personal & professional skills, including:

- Demonstrated understanding of the management of administrative activities controlling sporting programs, including identification and resolution of issues;
- Understanding of and empathy with the culture of volunteerism in a not-for-profit environment;
- Demonstrate willingness and commitment to be a 'hands on' participant in the conduct of football programs;
- Demonstrated ability as a supervisor and training/support officer;
- Demonstrated record of client-focused service delivery with excellent customer service and stakeholder liaison skills;
- Demonstrated skills on the Microsoft Office suite of products;
- Capacity to develop proficiency in use of the the Fox Sports Pulse competitions management system;
- Ability to communicate effectively with individuals, volunteers and groups from diverse backgrounds;

- Demonstrated ability to maintain confidentiality and work without supervision in a high trust-high accountability work environment;
- Demonstrated time management skills;
- Demonstrated ability to establish procedures, systems and processes, and ensure compliance;
- Demonstrated integrity and sound character, with proven ability to deliver high productivity outcomes in an open & transparent environment;
- A track record of passion and commitment to sport and the goal of making a positive difference for the benefit of stakeholders and the community, and;
- Be prepared to be flexible in regards to working hours.

Performance Management Reviews:

Performance appraisals, against mutually established performance objectives, will be carried out by or on behalf of the General Manager at yearly intervals.

Hours of Work:

The nature of the position requires out of hours work, in particular during the winter season where weekend work will be required, hours can be flexible through taking of time off in lieu, and the remuneration package will reflect the extent of commitment expected by the Board and stakeholders.

Working With Children

This is a child related position. **Prohibited persons must not apply.** Applicants must submit to Working With Children checks.

You must apply for a WWC number here:

<https://wwccheck.ccyp.nsw.gov.au/Applicants/Application>

Please submit your WWC number for verification with your application.

ESFA Staffing:

The ESFA team will comprise five (5) full-time staff including:

- General Manager
- Competitions Coordinator
- MiniRoos Coordinator
- Referees Coordinator
- Technical Director

Office Location:

ESFA offices are located in Eastgardens, Sydney.

Web Site:

ESFA has a comprehensive website that includes information and news items.

The website address is www.esfa.com.au