



**POSITION VACANT: Manly Warringah Football Association Inc.
Community Coach Development Manager**

Hours per week: Full Time

Salary: Approx. \$65K to \$75k including superannuation

Responsible to: CEO of Manly Warringah Football Association

ABOUT MWFA

The Manly Warringah Football Association Inc (MWFA) is the peak body responsible for the overall development, organisation and promotion of football through 17 clubs on Sydney's Northern Beaches. The MWFA manages more than 18,000 players in junior's, men's and women's and accordingly, a significant number of coaches.

The MWFA is a Member of Football NSW, Federation of Football Federation Australia and as such is affiliated with FIFA, the world governing body for football.

Coach development in Australia is based on a two-pathway structure: Advanced Courses (AFC approved) and Community Courses (FFA approved). The Community Coach Development Manager works within the area of community football to provide high quality leadership, education and support for coaches at club level to ensure all participants have a quality experience and strive for continuous improvement.

The Community Coach Development Manager will deliver a project plan with performance measurement systems to guide community coach education courses and working with FNSW and FFA to deliver Advanced Coach Education courses for MWFA coaches.

The Position

The purpose of this role is specific to the following community football goals:

- Co-ordinate, implement and manage FFA's Community Pathway Coach Development programs and strategies within the MWFA boundaries and region.
- Engender a culture of continuous improvement in coach education at club level.
- Promote coach education resources to improve awareness of MWFA and Manly United Football Club (MUFC) programs.
- Deliver training courses which enable increased attendance and support for coaches at community and grassroots levels.
- Take responsibility for other specific community development strategies as outlined by the MWFA or the FFA in order to effectively and consistently deliver community coach education and participation programs within the MWFA.

Responsibilities & Duties:

- Effectively coordinate and manage the delivery of coach education programs for community football under FFA guidelines.
- Facilitate provision of and/or conduct grassroots, skill training, game training and Senior certificate courses for all MWFA clubs.
- Provide community coach education seminars and other related opportunities.
- Establish and publish an annual calendar of coach education courses and seminars.
- Maintain the database of registered coaches and network of club coaching directors.
- Identify new and upskill current coach developers (instructors, assessors & CCC's) and MUFC coaching staff.
- Maintain the coach education and community participation sections of the MWFA website
- Service current MWFA Club Coach Coordinator (CCC) Clubs and support other clubs to join the program
- Coordinate and supervise the appointment of CCC coaches and casual staff where required.
- Liaise with all MWFA Clubs, other Associations, Football NSW and FFA community coach and participation staff.
- Assist the MUFC Technical Director with managing an integrated approach to football development of coaches across all leagues.
- Develop and distribute coach education promotional materials.
- Prepare and present relevant resources for coaches.
- Provide assistance to course instructors and other staff when required.
- Assist MWFA with specific game development initiatives including local promotional activities for coaching and community programs.
- Ensure professional delivery and presentation of courses and other programs.
- Administer and report on outcome of courses, seminars and other programs.
- Complete accreditation and notification of course outcomes to participants.
- Coordinate ongoing non-course coach education through seminars, updates and mentoring where possible.
- Maintain high standard of gear and equipment for courses.
- Manage OH&S and other risk-management situations at courses.
- Work with the CEO and MUFC Technical Director to improve the education of club development officers and coaches.
- Implement effective and regular communication relating to community coach education programs and other game development initiatives.
- Ensure course instructors and presenters are aware of details on courses or seminars and their individual responsibilities;
- Ensure course instructors and presenters are aware of details on courses or seminars and their individual responsibilities;
- Manage the coach education database by updating and maintaining records of courses held, participants, survey results and other information impacting on coach education and club development programs.
- Work with the Manly United FC Technical Director and the Football NSW Community Coach Development Manager to manage the community football components of the MWFA strategic plan and the Football NSW community coach development strategy.
- Recruit, train and lead casual personnel as appropriate to deliver on agreed outcomes for specific programs.
- Oversee the application of and report on the Game Development budget.
- Assist in the operation of MWFA office by undertaking other duties as deemed necessary by the CEO in carrying out the objectives of the MWFA.
- Provide reports to the MWFA CEO on specific programs and overall activity plans such as community courses, seminars and club development.
- Provide annual audit and report on gear and equipment stock for courses.

SELECTION CRITERIA:

Knowledge and skills

- Fully conversant with the FFA coach education standards as well as the current national player football curriculum.
- Experience in coordinating and delivering community coach education programs.
- High level written and verbal communication skills.
- Excellent inter-personal skills especially with coaches at grassroots level.
- Ability to work effectively at operational and strategic level.
- Strong administrative skills including financial/budget management, attention to detail and ability to meet deadlines.

Personal qualities

- Highly motivated and able to work under pressure.
- Proven ability to liaise with and foster close cooperation with coaches.
- Highly developed organisational, problem solving and strategic planning abilities.
- Have a flexible approach to delivery of outcomes and an open mind.

Qualifications

- FFA 'B' License preferred.
- Accredited Presenter for Grassroots Football Certificate, Skill Training, Game Training Certificate and Senior Certificate (desirable).
- Relevant Degree or tertiary qualification in coach education or sports development related field (eg. Education, Sports Science or Coaching) – desirable.
- High level computer skills including Microsoft Office and website management.
- *A Working with Children Check is compulsory and prohibited persons need not apply.*

Unique Criteria (eg. Work hours and travel)

- Weekend work for conducting courses and visiting clubs
- After hours work Monday to Friday for seminars and visiting clubs or attending/conducting courses

Applications should be made by email to reception@mwfa.com.au with applications open until Wednesday 14 November 2018.