

SOUTH FREMANTLE FC | POSITION DESCRIPTION

ROLE: *Manager, Female Football & Administration*

REPORTS TO: *Head of Football*

STATUS: *Full-Time*



PRIMARY RESPONSIBILITY

To lead, manage and drive the high-performance of the South Fremantle Football Club's female football program and manage the Club's general football administration requirements.

ESSENTIAL QUALITIES / REQUIREMENTS

- Advanced understanding of high-performance teams cultures
- Experience and skills within football Clubs, and Club management.
- Knowledge of the game, modern trends and adapting to change
- Excellent computer skills
- An ability to motivate and inspire staff and volunteers
- Highly developed presentation skills
- Time management and advanced organisational skills
- Dedication to growth and achieving targets & timeframes through a strong work ethic
- An ability to work autonomously, delivering outcomes across multiple focus areas
- Possess a current Working With Children (WWC) Check
- Knowledge of *Sportix, PlayHQ, Champion Data, HUDL* and *PPMS* is an advantage
- Ability and willingness to work non-standard hours at match-days, trainings & club events

SPECIFIC RESPONSIBILITIES

Management - Female Football

- Lead the Club's female football department, reporting to the Head of Football
- Manage and develop the women's football budget in line with the Clubs' financial objectives
- Management and supervision of Senior Female Coach
- Management and supervision of all Female Football structures and personnel
- Support Female Talent and Development activities
- Ensure all game day requirements are well structured, planned and delivered, as best practice
- Fully plan, deliver, review, and evaluate football needs across our Female program
- Develop and implement recruitment strategies, to better our lists and our people
- Lead the female talent ID and recruitment strategy, in conjunction with the Football committee
- Management of the female football calendar, events, and schedules, for all parties
- Liaise and communicate with local community Clubs
- Support player and staff welfare, requirements, and general support across the season

Administration - Football Department (Male & Female)

- Manage all venue bookings for games, training, and football functions
- Manage and coordinate apparel and equipment orders
- Oversee and maintain all insurance claims
- Manage the production and distribution of the player handbooks
- Keep up to date statistics on player games records and best and fairest voting
- Coordinate the delivery of all home game run sheets and game day guides
- Manage game day tasks inclusive of awards and entering PlayHQ match results
- Manage the WAFL Education and PPMS process and administration
- Ensure all football integration opportunities are optimised during match-day and event settings.
- Plan, execute and manage the end of season awards night