



## FIFA Women's World Cup 2023 Bid Team Coordinator

The FIFA Women's World Cup is the international football competition contested by the senior women's national teams of the members of *Fédération Internationale de Football Association* (FIFA).

Football Federation Australia, the governing body of football in Australia, will submit a bid to host the FIFA Women's World Cup in 2023. FFA is building a team to manage the bid of which the Bid Team Coordinator is an integral role.

The purpose of this role is to provide administrative and operational support to the Bid Team. This will involve working across all Bid functional areas to deliver a variety of projects.

### Key Areas of Responsibility

- Provide administrative support to the Bid team;
- Management of Bid team travel arrangements;
- Management of the photo library;
- Host city data collection and analysis;
- Assist the Bid Operations Managers on capturing all technical requirements;
- Assist the Project Manager on coordinating the development of the bid book;
- Coordination of community events to harness public support for the bid.

### Knowledge, skills and behaviour required

- Experience in providing administrative support to a multi-functional team;
- Experience at working both independently and in a team-oriented, collaborative environment;
- Demonstrated ability in bringing projects to successful completion;
- Strong written and verbal communications skills;
- Ability to effectively prioritise and execute tasks in a high-pressure environment;
- An understanding of the management of football competitions is advantageous;
- Proficient in Microsoft Office Project, Word, Excel and PowerPoint;
- Strong attention to detail, high standards of integrity, ability to represent FFA interests;
- Positive, success focussed and able to bring humour to the most challenging situations.

### FFA People & Culture

FFA's staff culture is an evolving process of continuous improvement with a consistent passion across the business for growing the game to become Australia's number 1 sport. FFA's existing and incoming staff all need to align to the organisation's values - People, Collaboration, Integrity, Whole of Game, Unlimited Potential and Excellence. More recently there has been a conscious focus on improving flexibility and work life balance within FFA through the introduction of the FFA People & Work Approach. This allows individuals to develop informal work arrangements to suit their personal situations.

**Apply now for this exciting opportunity by sending your resume to [recruitment@ffa.com.au](mailto:recruitment@ffa.com.au) . Please be specific in the application the role you are applying for by outlining in the email subject.**

**Only candidates selected for the short list will be contacted in relation to this role. Applications close COB 13 October 2017.**