

Coach Development Intern Position Advertisement

Football Federation Australia (**FFA**) is currently seeking talented and ambitious students to join the Football Development Department as a Coach Development Intern to commence ASAP. The purpose of the role is to assist in the delivery of key administration and operational tasks for the FFA Coach Development.

Based in FFA's Sydney Office, the intern position is a volunteer role whereby the successful candidate will gain experience across various aspects of Sports administration. FFA are seeking one (1) intern in which the successful candidate must be available a minimum of two (2) days per week (March through to June 2019). The ideal applicant would be required to fulfil a minimum of 150 hours of practical work experience as part of a tertiary degree.

Desirable candidate qualities include:

- Second or third year University student;
- Studying Business and/or Sport Management;
- Competent administration skills; and
- Previous experience in a sports business environment.

For reference, the Position Description for the role of Coach Development Intern is attached.

Should you be interested in applying for the position, please send your resume to recruitment@ffa.com.au by **5pm, Friday 1st March 2019** and include the position you are applying for in the subject line.

FFA Intern POSITION DESCRIPTION

TITLE: Coach Development Intern
DEPARTMENT: Football Development
LOCATION: Sydney
REPORTS TO: Coach Development Coordinator

Purpose of Role

- o To assist in the delivery of key administration and operational tasks for the FFA Coach Development Team
- o To provide support to the FFA Departments as required
- o To assist with FFA events as required
- o To assist with administration and co-ordination of occasional project work for the department

Key Areas of Responsibility

- o Assisting with data and statistics reporting
- o Provide support with logistics regarding travel and accommodation for courses and events
- o Content management and filing
- o Assisting with coaching course administration where required
- o Assistance with project work including planning of international programs and itineraries
- o Creating template documents to assist with the administration of the technical team

Key Outcomes

- o Oversee sound administration practices and standards
- o Timely distribution of materials
- o Maintain a high-quality level of service to internal and external stakeholders
- o Refine and develop administrative practices
- o To assist Coach Education Unit staff with their duties, where required
- o Available to work 2 full days per week

Knowledge, Skills and Behaviour Required

- o Excellent communication skills, verbal & written
- o Ability to take direction as required
- o Display initiative and ability to work unsupervised
- o Highly organised and strong attention to detail
- o Diplomacy and strong customer service approach
- o Experience of Microsoft Office programs (Word, Excel, PowerPoint, SharePoint and Outlook).

Major Interactions

- o Technical Department
- o FFA management and staff
- o Member Federations
- o FIFA, AFC and other international and/or associations