League Operations Intern
Position Advertisement

Football Federation Australia (FFA) is currently seeking talented and ambitious students to join the League Operations Department as a League Operations Intern to commence in March 2019. The purpose of the role is to provide assistance to the League Operations Department with administrative tasks and projects across all FFA administered competitions which may include (but is not limited to) league compliance, event and media operations of the competitions.

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 League Operations Intern and application form is attached.

Should you be interested in applying for the position, please send a cover letter, resume and application form to recruitment@ffa.com.au by 5pm, Friday 23rd February 2019.
**FFA Intern POSITION DESCRIPTION**

**TITLE:** League Operations Intern  
**DEPARTMENT:** League Operations  
**LOCATION:** Sydney  
**REPORTS TO:** Leagues Manager  
**START DATE:** March 2019  
**END DATE:** June 2019

### Purpose of Role
- Provide general administrative and operational support to the League Operations Department.
- Specifically, contribute to the successful execution of the following competitions:
  - Hyundai A-League (HAL);
  - Westfield W-League (WWL);
  - Foxtel Y-League (FYL);
  - AFC Champions League (ACL).
- To assist with the administration and co-ordination of project work.

### Key Areas of Responsibility
- Coordinate match day reporting, filing and competition data entry.
- Assist with the administration of compliance documents.
- Create template documents to assist with the administration of League competitions.
- Upload content within FFA’s digital platforms.
- Provide support in coordinating event and media logistics.
- Assist with project work across various FFA Departments.

### Key Outcomes
- Oversee sound administration practices and standards.
- Timely completion of given tasks.
- Maintain a high quality level of service to internal and external stakeholders.
- Refine and develop strong administrative practices.

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

### Major interactions
- League Operations Departments.
- FFA management and staff.
- Club management and administrative staff.
- Venues.
- FIFA, AFC and other international associations.
Official Internship Application Form  
League Operations Department

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<thead>
<tr>
<th>Applicant Information</th>
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<tbody>
<tr>
<td>Position Applying For:</td>
<td>League Operations Intern (March – June 2019)</td>
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<tr>
<td>First Name:</td>
<td>Last Name:</td>
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<tr>
<td>Contact Number:</td>
<td>Date of Application:</td>
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<tr>
<td>Email address:</td>
<td>Are you an Australian or New Zealand Citizen or Permanent Resident:</td>
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If you are not an Australian or New Zealand Citizen or Permanent Resident, please note you will be required to provide proof of your residency status (Visa and Passport) if you are successful through the interview process. Providing this information authorises the Department of Immigration and Citizenship to release the details of your work rights status. This allows FFA to ensure we comply with Australian Visa requirements and enables you to be rostered appropriately according to your Visa type.

What hours does your Visa allow you to work per week:

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<tr>
<th>Current Tertiary Education Information</th>
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<tr>
<td>Name of University:</td>
<td>Degree:</td>
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<td>Specific Campus (If Applicable):</td>
<td>Current GPA (or equivalent): out of</td>
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<td>Nature of Study: Part Time / Full Time</td>
<td>Level of Study: Undergraduate / Post Graduate</td>
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<td>Length of Course: (years)</td>
<td>Number of Years Into Your Course: (years)</td>
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<td>Expected Year of Graduation:</td>
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<th>Availability</th>
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<td>Required minimum number of work placement hours (if applicable):</td>
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<tr>
<td>Are you happy to commit to the Internship Program for a greater number of hours than stated above, if required: Yes / No / Other</td>
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<td>Desired Length of Internship: (Months)</td>
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<td>If you were successful in receiving an internship commencing in February, when would you be able to remain with us through until: (Month) (Year)</td>
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<tr>
<td>Please Indicate the Days you are available (minimum 2):</td>
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<td>□ Monday □ Tuesday □ Wednesday □ Thursday □ Friday</td>
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**Other Information**

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<tr>
<th>Why are you interested in an internship with FFA (50 Words Maximum)?</th>
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<th>What specific experience(s) would you like to gain through this internship (75 Words Maximum):</th>
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<th>What is your long-term career goal (30 Words Maximum):</th>
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<th>How did you hear about our internship program (30 Words Maximum):</th>
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**Further Documentation**

As well as this application form, please include the following items in your submission:

- Cover Letter
- Resume

**Submitting Your Application**

Please submit all your documentation by **5pm, Friday 23\(^{rd}\) February 2019** in either of the following ways:

1. Submit your application electronically to recruitment@ffa.com.au

**What happens now – Timeline**

- **23 February (5pm)** – Applications close
- **25 February – 1 March** – Successful candidates will be contacted for interviews
- **4 – 8 March** – Interviews conducted
- **11 – 13 March** – Formal offers will be made to successful candidates
- **18 March** – Internship commences

**Disclaimer and Signature**

I certify that my answers are true and complete to the best of my knowledge. I also certify that I am submitting this information on behalf of myself and no other individual or entity. I also certify that I have read this application form in its entirety and understand its contents and directives. If this application leads to an internship, I understand that false or misleading information in my application may result in my immediate release. Further, I understand that I will be bound by all Football Federation Australia statues, guidelines, policies and regulations during my period of Internship with Football Federation Australia and all its associated bodies or entities.

| Signature: | Name: | Date: |