



National Junior Programs Manager

TITLE: National Junior Programs Manager
DEPARTMENT: Participation/Community
LOCATION: Sydney
REPORTS TO: Head of Game Development
START DATE: October 2020
END DATE: N/A
(if applicable)

DIMENSIONS

• Number of direct reports	1
• Number of indirect reports	n/a
• Budget responsibility in \$. <i>(State whether prime, shared or contributory responsibility)</i>	n/a

Background

Football Federation Australia (FFA) is the national governing body for football in Australia. It governs all national teams (including the Socceroos and Westfield Matildas), National Premier Leagues and leads state, community and grassroots football.

Purpose of Role

The role predominately focuses on Principle IV, VII, IX and X (Principles can be found [here](#)) and is based in the area of Participation. FFA works in partnership with its stakeholders to drive participation outcomes and ensure the best quality experiences for all participants. This position of National Junior Participation Manager is responsible for the strategy development and managing the operations for football's junior participation products including MiniRoos Programs (MiniRoos Kick-Off, MiniRoos Club & MiniRoos Schools Programs), and the Whole of Football Schools Framework including National Primary Schools and High School programs.

Key Areas of Responsibility

- Overall management and administration of MiniRoos Programs and Whole of Football Schools Framework;
- Manage operational staff including Junior Participation Coordinator
- Lead the Member Federations including MiniRoos Development Officer taskforce and National Schools delivery taskforce;
- Develop and implement MiniRoos and Schools strategic plans, deliverables and outcomes
- Develop strategies to streamline and create efficient operations within the Junior Participation remit
- Conduct program reviews to ensure constant program development
- Design and oversee the implementation of MiniRoos and Schools Resources, guidelines and principles to enhance the quality program experience
- Lead FFA Marketing, Communications, and Digital teams to execute MiniRoos and Schools deliverables

- Managing relationships with external partners and suppliers;
- Overseeing the implementation of MiniRoos activations for FFA events.

As part of the above overall responsibilities include:

Research: Identify opportunities for continued research to assist with product development

Consultancy: Ensure a collaborative approach to decision making, engaging with FFA staff and key stakeholders including SportAustralia

Evaluation: Ensure all executed projects have undergone a thorough review & evaluation process

Partnerships: Develop and maintain effective partnerships which assist in the delivery of shared objectives

Budgeting: ensure projects are delivered within a specified budget

Delivery: Assist in the efficient delivery of programs, initiatives & events as required

Reporting: Preparation of a variety of participation and transition reports as requested

Key Performance Outcomes

- MiniRoos participation numbers, including Club and Kick-Off programs;
- Schools participation numbers, including increase football's reach into Schools, Teacher Ambassadors and skilled workforce;
- Awareness and buy-in to MiniRoos as football's junior introduction to football;
- Sponsorship recall;
- Overall satisfaction rating among stakeholders & beneficiaries (Member Federations, local Clubs/Associations, Schools, Teachers, MiniRoos Development Officers, sponsors and suppliers)

Knowledge, skills and behaviour required

- A minimum 4 years' experience in a management position;
- Completed tertiary qualifications in sport management/administration or a related area of study;
- Demonstrative experience in project management and implementation. Management of community sport projects highly desirable;
- A team player with experience leading a team;
- Experience in an administration role and advanced skills in the use of Microsoft Office software;
- Sound interpersonal skills with an ability to manage relationships and negotiate terms;
- Excellent communication skills – both verbal and written;
- Understanding of marketing principles and their application;
- Demonstrated experience working/volunteering within schools or sporting clubs/organisations;
- High attention to detail and a proven ability to prioritise work commitments and meet deadlines;
- Ability to work independently as well as part of a team;
- Proven ability and desire to develop the game of football, including women's football.

Major interactions

- Member Federations and A-League/W-League Clubs
- FFA staff including Marketing, Digital Marketing, Commercial and Finance
- Football Community
- Commercial Partners

Unique Criteria (eg unique work hours, significant travel, significant periods of work remote from office)

- Weekends
- After hours
- Interstate travel