



## Capital Football – Position Statement

**Title:** Women's League Manager

**Hours per week:** Up to 38 hours per week (some evening and weekend work)

**Salary:** Approximately \$38,000 plus superannuation

The ACT Football Federation (trading as Capital Football) is the peak body responsible for the overall development, conduct and promotion of football in the ACT and region.

Capital Football is the State member federation of Football Federation Australia and as such is affiliated with FIFA, the world governing body for football.

In 2005, Capital Football was launched as the new integrated body with responsibility for junior, men's women's and indoor competitions. A range of elite and developmental programs are undertaken at school and club level.

### The Position

The Women's League Manager (WLM) has responsibility for managing the senior women's competitions and providing strategic and operational advice to the CEO and the Women's Standing Committee (WSC) on women's football. The WLM is supervised by the CEO but also provides secretariat functions to the WSC.

### RESPONSIBILITIES

- Provide secretariat and administrative support to the WSC.
- Arrange and manage competition draws.
- Supervise the processing of match cards.
- Manage the administration of player registrations, transfers and disciplinary procedures.
- Maintain effective communication and liaison with clubs in the women's leagues;
- Assist with the preparation and distribution of media releases and other relevant information to media outlets.
- Liaise with the Referee's Administrator and the women's appointments officer in relation to referee appointments and related matters.
- Co-ordinate Disciplinary Panels and other judiciary processes.
- Assist with the maintenance of match results record, tables, B&F and goal scorers.
- Manage the women's league budget and administer financial obligations in accordance with finance protocols and policies.
- Other league related duties as required from time to time.



---

Office: Football House, 1/3 Phipps Close, Deakin, ACT, 2600

Postal Address: PO Box 50, Curtin, ACT, 2600

Phone: 02 6260 4000 Fax: 02 6260 4999 Email: [info@capitalfootball.com.au](mailto:info@capitalfootball.com.au) Website: [www.capitalfootball.com.au](http://www.capitalfootball.com.au)  
ACT Football Federation Inc (trading as Capital Football) ABN 16 413 452 268

## IN RELATION TO CAPITAL FOOTBALL:

- Contribute to the overall administration of the office including the provision of support for all activities conducted by the organisation.
- Provide policy and program advice on women's football to the CEO.
- Assist the Events Coordinator with the organisation of the special events including the Presentation Night and grand-final breakfast.
- Assist in providing administrative support for the AGM, Zone meetings and other events as required.
- 
- Other reasonable duties as directed by the CEO.

## SELECTION CRITERIA

- Proven ability to manage and organise complex and demanding sport competitions and projects.
- Demonstrated high level of leadership, liaison and interpersonal skills to enable positive working relationships with a range of clients including club administrators, coaches, players, sponsors and colleagues.
- Ability to think at strategic and operational levels.
- Ability to work accurately and meet deadlines (often under pressure).
- Sound written and oral communication skills.
- Self-motivated and able to work effectively as a member of a small team under limited supervision.
- High level computer skills and a sound working knowledge of Microsoft Word, Excel, Outlook and website management.
- Proven ability to manage budgets and work within financial protocols.
- Relevant Degree or tertiary qualifications in sport or business management.

---

**Applications** outlining a brief statement against the selection criteria should be sent to:

The CEO  
Capital Football  
Football House  
2-3 Phipps Close  
Deakin. ACT. 2600

Or email: [ceo@capitalfootball.com.au](mailto:ceo@capitalfootball.com.au)

**Applications close on Monday 20 February 2006.**