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EXECUTIVE COMMITTEE

POSITION DESCRIPTION

Position Title

High Performance -Administration

About AWFA

The Albury-Wodonga Football Association Inc. (AWFA) is an affiliate of Football New South Wales (FNSW). It is also subject to the authority of Football Australia. AWFA is responsible for the management and development of football throughout the Murray region. AWFA has over -insert number here- from our 12 member clubs.

AWFA is responsible for providing an environment that encourages, develops and promotes participation in Football within our community. AWFA promotes, recognize and provide a safe and inclusive culture across our member clubs. AWFA provides, for amateur players, a competition run for participants without limitation as to age, race, religion or location throughout Albury, Wodonga, North-East Victoria and the Murray region.

Purpose of the Role

The role of High Performance is a non-coaching position which administers the AWFA Representative program, ensuring that the program is managed in an effective and efficient manner. Collaborates with the Association Technical Directors, High Performance will ensure that the program is being implemented as approved by AWFA Executive.

Working Relationships

- Executive Committee
- Member Clubs
- Technical Directors Representative Program
- Representative Team Managers
- Representative players and their families
- Football NSW and Football Victoria
- AWFA Uniform Supplier

Responsibilities

- Coordinate with Association Administrator for the scheduling and booking of Facilities (Grounds) for Representative Trials and Training.

- Liaises with the Technical Directors on their recommendations for Representative coaches for AWFA Executive Approval.
- Liaises with the Technical Directors on the procurement, management and maintenance of all Representative equipment.
- Schedule and coordinate tournament participation, including but not limited to the Victorian Country Championships, NSW Country Cup and Regional Championships.
- Ensure Tournament Entry Fees are paid in conjunction with the Treasurer.
- Coordinate, along with the Association Administrator and FNSW/FV, coaching courses and upskilling of coaches throughout association.
- Create, along with the Association Administrator, Facebook updates regarding Representatives.
- Determine, in partnership with the Treasurer, a budget for the functioning of the Representative program and the setting of Player Registration Fees.
- Ensure that any expenditure is approved by the AWFA Executive.
- Organise and facilitate the operation of the Representative Dinner to be held annually.
- Communicate with players and parents as required pertaining to the Representative program.
- Update registration product in current national player registration system.
- Approve player registrations in current national registration system.
- Ensure all players fees have been paid and documented.
- Review and forward to AWFA Executive for approval any request for representative player financial assistance.
- Manage the distribution and the payment for additional Uniforms purchases.
- Manage the Active and Creative Kids program.

Experience Highly Regarded

- Experience with the Representative program.
- Experience with stakeholder management.

Knowledge and Skills Highly Regarded

- Strong communication and interpersonal skills.
- Decision-making skills.
- Ability to work independently and as a team.
- Computer literate in the various Microsoft applications.
- A working knowledge of the national registration Management system.
- Report writing skills for General Committee reports.
- Preparedness to work weekends and non-traditional hours as required.

For further information about this role, please contact admin@awfa.asn.au with any queries you may have.