



POSITION DESCRIPTION
COMMUNITY FOOTBALL OFFICER



Position Information (Snapshot)

Position: Community Football Officer

Reports to: Community Football & Education Manager

Direct Reports: Nil

Key relationships – Internal: Marketing, Engagement & Corporate Affairs Team, Community Department, Community coaches, Football Department, Matchday Operations Team and all Administration staff

Key Relationships – External: Schools, community organisations, local government, program participants, community football clubs, FA, FV, SEDA students and staff.

Location: Melbourne Victory Football Club, AAMI Park, Melbourne CBD

Financial Accountability: To support MVFC meeting and exceeding the operating budget from year to year.

Travel Requirements: Regular travel across metropolitan Melbourne for program delivery, with potential opportunities for travel across regional Victoria to deliver club activations.

Delegated Authority: The Community Football Officer will be provided with appropriate authority to conduct this role.

Purpose and Overview

The role of Community Football Officer is to coordinate and deliver youth football programs that contribute to community development, with an emphasis on growing Melbourne Victory's presence within schools.

Primarily, the role will be responsible for the following:

- Planning, delivering, and evaluating the Club's School of Football programs.
- Coordinating and delivering the Club's youth justice programs.
- Delivering coaching sessions across the Club's school visit and school holiday programs.
- Delivering coaching sessions across the Club's community football pathways.
- Growing participation across all Melbourne Victory community programs.
- Supporting delivery of wider Community Department objectives as required.
- Leveraging Club's community relationships to drive engagement with the Club's A-Leagues Women's and Men's teams.

To achieve this, the Community Football Officer must provide exemplary leadership and actively deliver the Club's outcomes by:

- Embodying the Club's values always.
- Navigating and influencing a variety of internal and external stakeholders.
- Working to ensure the Club runs effectively, efficiently and the best outcomes are achieved with a considered sense of urgency.
- Committing and contributing to a culture of continuous improvement and professional development.
- Creating strong relationships with program participants, their wider support network, and the local community.



Victory Vision, Purpose & Values

The vision, purpose and values of the Club help shape, frame and define the goals and strategic objectives of our business and the way in which we go about achieving those objectives.

Vision: Fuelled by the passion of our people and a drive to win and succeed, we will **lead, unite, connect, and inspire** generations through football.

Purpose: To be a sporting icon that engages with our community through entertainment, inspiration, and success, with our stakeholders, members, and fans always at the forefront of the Club delivering on its vision and values. We strive to be a purposeful and driven organisation.

Values:

- Be innovative, creative, and bold
- Be passionate and inspirational
- Show hard work, discipline, and respect
- Always act with integrity
- Always show resilience
- Be fierce

Position Responsibilities

Responsibility	Deliverables	%
School of Football	<ul style="list-style-type: none"> • Lead program delivery (coaching, session/curriculum planning and administration). • Support Community Football & Education Manager in managing relationships with partner schools. • Coordinate program resourcing including equipment, uniform and support staff as required. • Undertake regular evaluation and reporting of program impact. • Support Community Football & Education Manager in growing the School of Football program in relation to the number of schools and the number of participants engaged. • Build an online presence for Melbourne Victory’s School of Football in collaboration with the Club’s content team. 	60%
School Visits	<ul style="list-style-type: none"> • Lead program delivery (coaching, session/curriculum planning and administration). • Support Community Football Pathways Coordinator in growing the School Visit program in relation to the number of schools and the number of participants engaged. • Identify and engage program partners aligned to education and youth justice outcomes. 	20%
Department support	<ul style="list-style-type: none"> • Support wider community program delivery as required including: <ul style="list-style-type: none"> ○ Masterclasses ○ Football Centres ○ Performance Schools ○ Community clinics 	10%



	<ul style="list-style-type: none"> ○ School Holiday Program ○ Club Victory ● Actively contribute to day-to-day operations and customer service requirements of the department. ● Actively contribute to department wide evaluation and reporting. 	
Matchdays	<ul style="list-style-type: none"> ● Work with the broader team to facilitate matchday experiences as required. 	5%
General	<ul style="list-style-type: none"> ● Show an active commitment to your own ongoing professional development and support Melbourne Victory development activities, training and events. ● Attend internal and external meetings as required. ● Actively participate in general club activities as required. ● Follow all company OH&S policies and procedures, both at the office and at on-site community activities. 	5%
Total		100%

Qualifications, Experience & Skills

Qualifications

Successful candidate must hold, or confirm their ability to attain the following qualifications prior to employment:

- Relevant coaching qualifications – Football Australia ‘C License’ minimum or equivalent
- Provide First Aid certification
- Provide Cardiopulmonary Resuscitation certification
- Valid Working With Children’s Check
- Valid Driver’s License
- Willingness to undergo a National Police Clearance

Experience

- Experience in a similar role, with a similar sized entity.
- Knowledge, experience, and passion for community coaching and/or social inclusion work.
- Ability to engage with children and young people from a variety of cultural and socio-economic backgrounds, encouraging greater engagement and participation.
- Ability to engage with girls and young women, encouraging greater engagement and participation.
- Ability to establish and maintain effective working relationships with a diverse range of individuals, community groups and organisations.
- Willingness to undergo MVFC training and induction processes.

Skills

- Excellent interpersonal and communications skills
- Excellent oral and written communications skills (English).
- High standard of professionalism and maturity



- Computer literacy in Microsoft Office Suite including Outlook.
- Problem solving: Identify issues and appropriate courses of action to solve problems.
- Time management: Effectively manage one's time and resources to ensure that work is completed efficiently and within the deadlines.
- Enthusiasm: Consistent in maintaining a high and positive productivity level, sustaining long work hours
- Ability to work independently and as part of a team, developing and maintaining effective working relationships in order to accomplish goals.
- Ability to travel independently to multiple program locations, including the transport of football equipment.