



POSITION DESCRIPTION  
COMMUNITY FOOTBALL  
PATHWAYS COORDINATOR



## Position Information (Snapshot)

**Position:** Community Football Pathways Coordinator

**Reports to:** Community Football & Education Manager

**Direct Reports:** Nil

**Key relationships – Internal:** Marketing, Engagement & Corporate Affairs Team, Community Department, Community coaches, 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 Pathways Coordinator will be provided with appropriate authority to conduct this role.

## Purpose and Overview

The role of Community Football Pathways Coordinator will be to coordinate and deliver introductory programs into the Club's football pathway, to drive participation and engagement. Primarily, the role will be responsible for the following:

- Planning, delivering and evaluating the Club's Masterclass, Football Centre and School Visit programs.
- Coordinating and leading support staff across the Club's community pathways programs.
- Growing participation of the Club's community pathways programs.
- Growing the number of women and girls engaging with the Club's community pathways programs.
- Growing revenue of the Club's community pathways 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 Pathways Coordinator 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 Values

Fuelled by the passion of our people and a drive to win and succeed, Melbourne Victory will lead, unite, connect and inspire generations through football. Demonstrating the following core values is critical to successfully enacting this role at MVFC:

- 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	%
Masterclass	<ul style="list-style-type: none"> <li>• Lead program delivery (coaching, session planning and administration)</li> <li>• Coordinate facility hire</li> <li>• Manage online registration process</li> <li>• Liaise with internal and external stakeholders to provide timely and quality service across finance, marketing, and stakeholder relations</li> <li>• Support Community Football &amp; Education Manager to coordinate casual coach roster and professional development opportunities</li> <li>• Report on program outcomes</li> <li>• Coordinate program logistics and supplies</li> <li>• Grow participation of the Masterclass program</li> <li>• Grow the number of girls engaged with Masterclass</li> <li>• Grow revenue of the Masterclass program</li> <li>• Use Masterclass to grow and promote football, and also to enhance Melbourne Victory's profile and drive engagement with the Club.</li> </ul>	15%
Football Centres	<ul style="list-style-type: none"> <li>• Lead program delivery (coaching, session planning and administration)</li> <li>• Coordinate facility hire</li> <li>• Manage online registration process</li> <li>• Liaise with internal and external stakeholders to provide timely and quality service across finance, marketing, and stakeholder relations</li> <li>• Support Community Football &amp; Education Manager to coordinate casual coach roster and professional development opportunities</li> <li>• Report on program outcomes</li> <li>• Coordinate program logistics and supplies</li> <li>• Grow participation of the Football Centre program</li> <li>• Grow the number of girls engaged with Football Centres</li> <li>• Grow revenue of the Football Centre program</li> </ul>	40%



	<ul style="list-style-type: none"> <li>Use Football Centres to grow and promote football, and also to enhance Melbourne Victory's profile and drive engagement with the Club.</li> </ul>	
<b>School Visits</b>	<ul style="list-style-type: none"> <li>Lead program delivery (coaching, session planning and administration)</li> <li>Engage primary and secondary schools to book School Visits</li> <li>Liaise with internal and external stakeholders to provide timely and quality service across finance, marketing, and stakeholder relations</li> <li>Support Community Football &amp; Education Manager to coordinate casual coach roster and professional development opportunities</li> <li>Report on program outcomes</li> <li>Grow number of schools engaged with School Visits</li> <li>Grow the number of girls engaged with School Visits</li> <li>Grow revenue of School Visit program</li> <li>Use School Visits to grow and promote football, and also to enhance Melbourne Victory's profile and drive engagement with the Club.</li> </ul>	30%
<b>Department support</b>	<ul style="list-style-type: none"> <li>Support the Manager – Community Partnerships &amp; Engagement with reporting as required.</li> <li>Support the Community Football &amp; Education Manager to drive wider participation and education programs as required.</li> <li>Support wider community program delivery as required.</li> </ul>	5%
<b>Matchdays</b>	<ul style="list-style-type: none"> <li>Work with the broader team to facilitate matchday experiences as required.</li> </ul>	5%
<b>General</b>	<ul style="list-style-type: none"> <li>Show an active commitment to your own ongoing professional development and support Melbourne Victory development activities, training and events.</li> <li>Attend internal and external meetings as required.</li> <li>Actively participate in general club activities as required.</li> <li>Follow all company OH&amp;S policies and procedures, both at the office and at on-site community activities.</li> </ul>	5%
<b>Total</b>		<b>100%</b>



## Key Selection Criteria

### Qualifications

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

- Relevant Football Australia coaching qualifications – ‘C License’ minimum
- 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 academy coaching.
- Ability to engage with children and young people from a variety of cultural and socio-economic background, encouraging greater engagement and participation.
- Ability to engage with girls and young women, encouraging greater engagement and participation.
- 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.

### Compliance

- Successful candidate is required to comply with relevant Melbourne Victory policies, procedures and guidelines.
- Successful candidate must comply with any (State or Federal) Government working requirements.