



Head of Community Football Role Description



Head of Community Football

The following statements are intended to describe the general nature and level of the work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Head of Community Football (Staff).

Summary:

Oversee the medium and long term development of Community Football for Tauranga City AFC (TCAFC), including playing and coaching members.

Duties and Responsibilities:

- Assist the Administrator with all queries and team management responsibilities.
- Manage pre-season Musters for Junior & Youth players.
- Manage holiday programmes and in-house junior football (Mini Blues & U7).
- Prepare, distribute and manage the return of team uniforms and equipment.
- Create and oversee the delivery of a TCAFC Junior Football Curriculum.
- Mentor and provide coach education for community Junior, Youth and Senior coaches.
- Identify and promote FC Tauranga Moana (FCTM) pathways for junior players and coaches.
- Co-ordination and oversight of FCTM Development Programmes for ages 9-12 in collaboration with Community Director of Football Papamoa
- Manage Senior Social tournaments (mostly held in October), including Sunday Social, Labour Weekend and Womens Social Tournaments.
- Promote football to our local community, including childcare, schools, ethnic, physical disability and youth groups.
- Monitor and respond to incoming communications and where required, forward to members and staff.
- Work alongside the Technical Director to create a positive, supportive and inclusive culture.
- Prepare regular reports and other written statements as required by the Club.

Ideally, the Head of Community Development is someone who is:

- Passionate about the development of community football.
- Friendly and able to develop good relationships with TCAFC members and staff.
- Well-organised, proficient in Google Suite of products (Google Docs, Sheets etc) and comfortable learning and using new applications.
- A NZF JL3-qualified Coach, or committed to working towards this.
- Successfully NZ Police vetted.
- First Aid qualified.
- Capable of keeping matters confidential as required.
- Prepared to muck in, when needed.

Club Responsibility:

- To supply Staff with all relevant equipment (within reason) to enable the Staff to provide services to the highest level.
- To provide Staff with appropriate dress while involved with team activities.
- To support Staff to achieve goals set by the Club.
- To assist the Staff with future development in their role.



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Estimated Time Required

- It's estimated that an average of 15 - 20 hours per week will be required for this role. Hours will not be evenly spread and evening and weekend work will be required.

Appointment

- The Head of Community Football will be appointed for a one-year period, by the Executive Committee and report to the Technical Director.