

WOMEN'S FOOTBALL DEVELOPMENT OFFICER JOB DESCRIPTION

**A unique opportunity to work in football and drive the women's game forward at the
Papua New Guinea Football Association**

POSITION: Women's Football Development Officer

REPORTS TO: Technical Director

JOB OVERVIEW: The Women's Football Development Officer will be responsible for driving the growth and development of the women's game in PNG. This exciting new position comes with various responsibilities, across all areas of football. Delivering and implementing a long-term women's football strategy will lead to the successful growth of women's football in our country. Ensuring that the whole population has access to this sport, for any level, age or background, is part of our mission. This role is therefore of great importance to the PNGFA.

KEY RESPONSIBILITIES AND DUTIES

- Work in collaboration with relevant internal and external stakeholders for the development of women's football
- Create and implement a women's football strategy
- Oversee, manage and develop women's football activities linked to the strategic objectives, such as grassroots programmes or local and national competitions
- Ensure all players in a player registration database (Comet)
- Build a database of relevant statistics on girls' and women's football to continuously track and monitor the progress of women's football in the country
- Work with the Women's Technical Director to identify areas of priority to improve programmes and pathways for girls and women
- Work together with the Marketing/Communications Department to create an effective communication campaign that raises awareness of and promotes women's football and its benefits
- Establish a women's football network and ensure communication flows across the organisation, including with the Women's Football Committee and if applicable Executive Committee/Council
- Work with local NGOs to identify common goals for girls' and women's empowerment within society with the aim of using football as a tool to achieve these goals

EXPERIENCE / QUALIFICATIONS

- Is there a qualification that PNGFA would like? (e.g. a certain high school qualification or a bachelor's degree from university)
- What type of previous work experience is required? (e.g. project manager)
- Organisational and interpersonal skills
- High level of resilience, with an ability to manage multiple projects at once
- Has a "can-do attitude", is open minded and has an intrinsic motivation to develop the women's game
- Able to adapt to different working environments, with an ability to manage upwards, but also able to lead discussions and individuals
- Has a good understanding of the women's football landscape. Experience as a player or a coach is a plus.