

POSITION DESCRIPTION

POSITION TITLE:

Women's Development Manager

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DEPARTMENT:

Technical Department

POSITION TYPE:

Permanent / Full time

RELATIONSHIPS

REPORTS TO:

Technical Director

SUPERVISES:

Women's Development Officer

STAKEHOLDERS:

Internal: Women's development project management team, technical department, collaboration with all internal departments

External: FIFA, OFC, other FIFA member associations, regional member associations, clubs, government, schools, sponsors, other stakeholders linked to women's development

ROLE PURPOSE

The Women's Development Manager is responsible for supporting the Technical Director with all matters related to women's development within the country. The Women's Development Manager will lead and coordinate the progress of actions, outcomes and evaluation of women's development and ensure overall quality assurance and alignment of the different stakeholders involved in women's development. The role will significantly contribute to ensuring women players in the country are provided with an opportunity to realise their potential and for our national teams to be competitive on the world stage.

RESPONSIBILITIES AND TASKS

Project Management and Planning

- Develop and facilitate a long-term women's development plan with clear objectives and timelines, aligned to the overall member association strategy
- Implement, review, and iterate the women's development plan on an ongoing basis
- Continuously conduct an analysis of the football landscape to ensure plans remain relevant and impactful
- Establish, organise, and lead the women's development project management team to support the realisation of goals and objectives

Women's Development

- Support the Technical Director to achieve the stated goals in the member association's women's development plan
- Apply a holistic approach to women's development encompassing: Management and resources, national teams (senior and youth), top level youth and senior competitions, women's development and identification, education, and a quality control system for academies
- Work in close cooperation with the grassroots staff/department to ensure aligned working practices are in place
- Collaborate proactively with relevant departments within the member association on all matters related to women's development

Leadership

- Consistently exhibit behaviours internally and externally that align with the member association's values regarding women's development
- Set and maintain high performance standards with a focus on achieving agreed results and outcomes
- Establish a positive culture within the women's development project management team that enables members to contribute fully and communicate openly
- Build capacity and capability with key staff and stakeholders to enable them to effectively support women's development initiatives and outcomes

Stakeholder Engagement

- Direct point of contact for the FIFA TDS assigned consultant, liaising regularly, and supporting during onsite visits
- Ongoing mapping, engagement and alignment of key stakeholders involved in women's development
- Work collaboratively with the Technical Director to capture and share relevant learnings between departments

- Liaise with other national member associations to share knowledge and stay current with global best practice

Reporting and Funding

- Provide regular updates on progress of the women’s development plan to the Technical Director and senior leadership
- Manage budget effectively and provide regular and accurate reporting on the use of FIFA and other funding
- Support the Technical Director to secure additional funding for women’s development initiatives to increase sustainability
- Ensure compliance with all relevant rules and regulations (e.g., FIFA, OFC, Olympic committee etc.)

PERSONAL PROFILE

COMPETENCIES:

- Project management knowledge and experience
- Ability to effectively manage budgetary requirements
- Strong motivator, facilitator, collaborator, and networker
- Proactive attitude and ability to follow up project outcomes and actions
- Strong planning, organisational, prioritising skills, and attention to detail
- Ability to listen, advise and guide using football knowledge and experience
- Influencing and change management skills
- Excellent presentation and communication skills, both written and verbal
- Professional, positive, flexible, and diplomatic response to problem solving
- Ability to work under own initiative to achieve objectives and as a member of a team
- High ethical standards
- Intercultural competence

EXPERIENCE AND QUALIFICATIONS

- Wide knowledge and understanding of football in the country in general, and the women’s development eco system within the country and region in particular
- Possesses a current high level coaching qualification
- Experience in women’s development and identification, (youth) national teams and academies
- Experience in coach education
- Experience in women’s football*
- Existing strong credibility and relationships with relevant football stakeholders
- Well-developed leadership and management skills with a track record of contributing to a culture of high performance
- Advanced Microsoft Office skills
- Experience working in high pressure environments and meeting deadlines
- At least 3 years project management experience in relevant positions*
- At least 3 years’ experience in a management position in a member association, regional association, or club*
- Relevant tertiary qualification*

(*optimum requirements)