



POSITION DESCRIPTION

PLAY OUR WAY COORDINATOR



Position Information

Position: Play Our Way Coordinator

Reports to: Head of Community

Direct Reports: Nil

Key relationships – Internal: Head of Community, Community team, Community Coaches

Key Relationships – External: Schools, Local football clubs, Community Services, Government Partners and Program Partners

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

Travel Requirements: Travel within metropolitan Melbourne to program venues is required.

Purpose & Overview of the Position

The Play Our Way Coordinator is responsible for coordinating the development and delivery of the Play Our Way program, a federally funded initiative aimed at fostering inclusive, safe, and accessible football opportunities for women and girls. This program seeks to create pathways for women and girls from marginalized communities to engage with football, improve their leadership skills, and increase participation in community football. Through this role, the Coordinator will work to strengthen connections between schools, local football clubs, and community organizations, with a focus on inclusivity, gender equity, and creating opportunities for marginalized communities.

This entry level role is offered via a landmark opportunity via a Federal Government grant administered by the Department of Health and Aged Care to encourage and foster safer and more inclusive local football environments for women and girls from marginalised communities to play and lead sustainable growth in community football. Applicants from culturally diverse backgrounds are encouraged to apply.

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	%
Program Coordination	<ul style="list-style-type: none"> Coordinate and deliver football programs that are inclusive and engaging for all participants. This includes organizing programs in schools, community services, and local football clubs. Ensure the programs align with the Play Our Way objectives, providing pathways to community football and strengthening connections between formal and informal football settings. Plan and schedule activities, ensuring all logistics are in place, including venue bookings, equipment, and necessary resources. Collaborate with coaches, volunteers, and other stakeholders to ensure high-quality program delivery. Work with program partners to coordinate delivery of workshops on mental health, wellbeing and employment. Coordinate and deliver program activities that improve opportunities for women and girls to access leadership roles in community football, including coaching, refereeing, committee roles, and governance positions. Facilitate introductions to football for participants new to the sport, guiding them through the first steps and supporting their ongoing engagement in football as participants and leaders. Organize community events and activities that celebrate the achievements of women and girls in football, encouraging their continued involvement and leadership within the sport 	40
Community Engagement	<ul style="list-style-type: none"> Build relationships with local schools, football clubs, community organizations, and government partners to foster a collaborative approach to football delivery, focusing on creating inclusive environments for women and girls. Promote the "Play Our Way" program to community groups, highlighting the importance of inclusivity and ensuring that the football environment remains safe and welcoming for all women and girls. Via program partners, coordinate delivery of workshops to local clubs and community organizations to challenge gender norms and promote an understanding of gender equity and cultural diversity. Help clubs better understand the value of women and girls playing football. 	40
Program Evaluation and Reporting	<ul style="list-style-type: none"> Guided by the Program evaluator and Head of Community: <ul style="list-style-type: none"> Track and document key program metrics such as participation rates, engagement levels, and feedback to measure the program's success and its impact on the community. Regularly prepare reports on program outcomes, identifying successes and areas for improvement. Share these reports with internal stakeholders to ensure continuous development and alignment with the club's goals. Provide valuable insights from program evaluations to refine future activities and to ensure that the program consistently meets the needs of the community and aligns with broader strategic goals. 	10
Professional Development & Team Support	<ul style="list-style-type: none"> Participate in ongoing professional development to ensure that knowledge and skills are up to date, particularly in areas related to community development, youth engagement, and leadership. Contribute to the success of the broader community team by supporting other team initiatives such as internal meetings, events, and matchday programs, as needed. Maintain collaboration with internal and external partners to ensure alignment with the club's broader vision and strategic objectives. 	10



Key Selection Criteria

Qualifications and Experience

- Relevant qualifications in sports management, community development, youth work, or a related field (or working towards).
- Demonstrated experience in coordinating community or youth programs, ideally in a sporting, school or recreational setting.
- Strong organizational skills with the ability to plan, manage, and generally evaluate program activities effectively.

Skills and Attributes

- Excellent interpersonal and communication skills, with the ability to engage diverse community groups.
- Proven ability to build relationships and collaborate with stakeholders at all levels.
- Commitment to inclusivity and creating positive, welcoming experiences for all participants.

Other requirements

- Up to date Working with Children's Check
- Flexibility to work some evenings or weekends to accommodate program schedules and other events.
- Understanding and adherence to OH&S policies to ensure participant and staff safety.