



PETONE FOOTBALL CLUB

EXPRESSIONS OF INTEREST – WOMEN'S FOOTBALL MANAGER

Petone Women's Football is seeking expressions of interest for a Women's Football Manager. The purpose of this role is to ensure the smooth running of all Women's football teams.

About Petone Women's

Petone Women's has had another successful year with the top team securing the Premier league title (and will soon playoff for promotion into the Central league), as well as the second team gaining promotion into Division 1, and the third team retaining their position in Division 2. The Women's 5-year plan has the overall goal to have a team in Central league by 2019. The Club is well in advance of meeting this goal, but there remains the focus to continue this success, attract new players (with the potential for 4 teams in 2016), retain current players and build the social teams.

The Women's Football Manager Role

This is a new position created to liaise with the coaches, managers and players of each team to make sure the teams get what they need and they meet the Club's expectations of them. The role also oversees coach development. The Women's Football Manager is a member of the Women's Management Committee (a Committee of 7 members), and is also involved in strategic decision making relevant to Women's football.

A full role description is attached to this document. The role will be initially for a 12 month term, starting in October 2015, with the potential for extension. This is a volunteer position with a workload of approximately 6 hours per week. This involves attending (where appropriate) trainings, games, meetings and undertaking other tasks to perform this role.

Person Specifications

The Women's Football Manager will have good interpersonal skills and build relationships with the coaches, managers and players. They will be able to resolve conflicts and work constructively with multiple parties. They will be passionate about Women's football, be committed to the success of the Women's competitive teams and also focus on the social teams.

Expressions of Interests

Petone Football welcomes expressions of interests for this position. The Executive Committee will make the appointment, with involvement by the Women's Management Committee.

If you are interested in this position, please email Craig Deadman (craig@packprod.co.nz) and Natalie Horspool (natalie.w.horspool@gmail.com) with a short summary of:

- The skills and experience you will bring to this role.
- How you will balance the needs of the competitive teams and the social teams within Women's Football.

Expressions of interest close **6th September 2015**. We look forward to hearing from you.

Petone Football Club

Role Description — Women’s Football Manager

Purpose

The purpose of the role is to ensure the smooth running of all Women’s football teams.

Scope

The role’s areas of responsibility include:

- Women’s senior teams
- Girls’ youth teams — Under-17s and older

The role’s areas of responsibility do not include:

- Girls-only junior teams — these are the responsibility of the Junior Football Manager
- Other junior teams — these are the responsibility of the Junior Football Manager

Overview

The Women’s Football Manager liaises with the coaches, managers and players of each of the Women’s teams to make sure the teams get what they need and that they meet the Club’s expectations of them.

The role also oversees coach development.

Reporting

The Women’s Football Manager is appointed by the Executive Committee and is ultimately responsible to that committee.

The Women’s Football Manager is a member of the Women’s Management Committee, carries out the relevant responsibilities on behalf of that committee, and reports progress and issues to that committee.

Relationships

Many of the role’s responsibilities require close collaboration with other Club roles:

Club Role	Relationship
Men’s Football Manager, Social Football Manager, Under-19s Manager, Junior Football Manager	Work together to ensure consistent application of club policies and processes in working with players, coaches and team managers

Responsibilities

The Women’s Football Manager’s responsibilities include:

Subject	Responsibility
Committee	Attend meetings of the Women’s Management Committee
	Report progress and issues at Women’s Management Committee meetings
	Report urgent issues to the Chair of the Women’s Management Committee or to the Chair of the Executive Committee as appropriate
	Work with relevant roles in the Women’s Management Committee on areas such as gear, tournament entries, training timetables, etc.
	Strategic overview of the Women’s Development Plan (in consultation with all Women’s Management Committee members)

Subject	Responsibility
Coaches	Identify upcoming coaching needs and candidates for coaching roles and recommend them to the Women's Management Committee
	Manage the development and negotiation of coaches' contracts
	Recognise coach development needs and opportunities and work with coaches to organise their development and training, and performance reviews
	Organise guest coaches and coach exchanges from time to time
	Meet with coaches for periodic debriefing
Players	Work with team coaches to identify and recruit prospective players
	Manage the development and negotiation of players' contracts
	Make sure the Club provides appropriate support for players — including player development, future prospects, family involvement, recovery from injury, specific needs, grievances, etc.
	Be the principal contact point for players — for specific needs, grievances etc
	Work with players nearing the end of their contract or season to understand their plans and expectations, and discuss their future prospects at the Club
	Develop and maintain relationships with local secondary schools, particularly re player identification, availability and development
	Make sure the Club identifies and nominates players worthy of representative honours and provides recognition and support for players that achieve representative honours
Team Management	Work with team coaches to identify candidates for team manager roles and recommend them to the Women's Management Committee
	Organise team manager meetings as needed
	Work with team managers to make sure their respective teams meet their obligations
Training	Work with the Women's Management Committee Communications role and team coaches to organise and publicise pre-season training
	Inform previous season players about pre-season training
Matches	Make sure team managers organise team travel (and accommodation if required) for their teams' away games