

POSITION DESCRIPTION

POSITION TITLE:	Technical Department Administration Manager
DEPARTMENT:	Technical Department
POSITION TYPE:	Permanent / Full time



RELATIONSHIPS

REPORTS TO:	Technical Director
SUPERVISES:	<i>Direct:</i> N/A <i>Indirect:</i> N/A
STAKEHOLDERS:	<i>Internal:</i> Technical department, collaboration with all departments <i>External:</i> FIFA, OFC, other Member Associations, government, schools, sponsors

ROLE PURPOSE

The Technical Department Administration Manager is responsible for leading all administrative matters in the technical department, to optimise the overall effectiveness and efficiency and to contribute to the successful execution of Football Federation Samoa's technical development plan.

MAIN RESPONSIBILITIES

Administration – Technical Department

- Lead administrative matters within the technical department and provide overall quality assurance, including:
 - Develop, update, implement and review systems and processes
 - Support the planning, organisation, delivery and reporting of all technical department activities and events
 - Support the development of technical department materials, templates and presentations

Administration – Technical Director Support

- Provide direct support to the Technical Director, including:
 - Support the successful development and execution of the FIFA Talent Development Scheme
 - Provide regular required reports to the Technical Director within agreed deadlines
 - Work with the Technical Director to oversee, manage and monitor technical department budgets

Administration – Wider organisation

- Effectively collaborate with all other departments to positively impact the whole organisation, including
 - Provide accurate and timely reporting to the finance department related to technical department activities
 - Support the effective high performance use of the Samoa Football Training Centre as a base for coach education and elite player development
 - Proactively communicate regarding technical department activities to the wider organisation

Administration – External

- Build and maintain positive working relationships through effective communication and reporting, including:
 - Complete all required applications, monitoring and reporting in relation to OFC and FIFA programmes and support, meeting all deadlines and requirements
 - Develop positive relationships and communicate effectively with key football stakeholders
 - Communication with other member associations as required

PERSONAL PROFILE	
CORE COMPETENCIES:	<ul style="list-style-type: none"> • Strong planning, organisational and prioritising skills • Project organisation and administration • Database development and management • Excellent presentation and communication skills, both written and verbal • A professional, positive, flexible, and diplomatic response to problem solving
QUALIFICATIONS, SKILLS AND EXPERIENCE:	<ul style="list-style-type: none"> • Minimum of five years' experience in administration and/or management positions • Relevant tertiary qualification • Advanced Microsoft Office skills • Experience working in high pressure environments and meeting deadlines
OTHER:	<ul style="list-style-type: none"> • Accuracy and attention to detail • Ability to work flexibly and under own initiative to achieve objectives • A passion for sport industry and/or community activity • High ethical standards