



## **Job Description**

### **Position Title –Manager Social Responsibility**

#### **Purpose of the Position**

The Social Responsibility Manager is responsible for overseeing the Social Responsibility Programme for Samoa Football. The role ensures the effective delivery of Just Play programme activities and engagement across Samoa Football stakeholders and partners.

#### **Key Relationships**

Responsible to: Chief Executive Officer, Technical Director, Head of Corporate Division

#### **Key Responsibilities**

##### **Strategic Planning**

- Responsible for preparing of Social Responsibility Programme Annual Plan in alignment with Samoa Football Strategic Goals and Objectives as well as OFC.
- Prepare the programme Annual Budget for each financial year prior to ending of the programming year.
- Conduct review of annual approved activities when it is required.

##### **Project Management**

- Effective management of programme funds by Oceania Football Confederation (OFC) and other relevant funding partners.
- Ensure alignment of budget expenditure in accordance with Oceania Football Confederation procedures and Regulations
- Identify national level opportunities to engage and deliver activities alongside existing partners and programme for sustainability.

##### **Monitoring and Evaluation**

- Prepare and provide reports to Oceania Football Confederation (OFC) for Just Play programme on a monthly basis.
- Oversee data management and data collection for monthly, bi-annual and yearly reports for programme partners.
- Monitor the implementation of programme activities in communities, non-government organizations, schools and others.

##### **Coordination**

- Liaise with donors such as OFC and other development partners for possible trainings and capacity building programs to strengthen staff capacity.
- Facilitate and co-ordinate workshops for programme staff and community programs.
- Coordinate programmes/festivals for communities with other sports bodies.

#### **Selection Criteria**

**Minimum Qualifications**

- Bachelor's degree in Management, Business Administration or related discipline in Sports Management (Essential)

**Experience**

- At least 5 years relevant in Management (prefer sports), or Development Administration.
- Experience in Community and Social Affairs.
- Experience in coordinating sports programmes and tournaments
- Experience in project management

**Skills & Competencies**

- Strategic Thinking and Leadership
- Building and sustaining Relationships
- Delivers and Achieved Results
- Excellent communication Skills

**Personal Attributes**

- Reliable, honest, and committed to Football development.
- Team-oriented with a positive attitude.
- Integrity

Remuneration
<ul style="list-style-type: none"><li>• Salary: SAT\$50,000.00 per annum</li></ul>