



FOOTBALL CLUB

POSITION DESCRIPTION

Position Title	ACU Football Club – Vice Chairperson		
Organisational Unit	Student Engagement & Services		
Functional Unit	Sport, Health & Wellbeing		
Nominated Supervisor	Sports Program Coordinator (NSW)		
Location	Strathfield		
Employment Type	Voluntary	Date reviewed	August 2018

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY (ACU)

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's Mission and values and to demonstrate an active contribution to them.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT ACU FC

ACU FC is a newly founded club, which has been granted access to enter teams in the Canterbury District Soccer Football Association (CDSFA) from 2019.

The club was created to service the student body, as well as the local community. With just over 70% of ACU Sydney students being female, the club will have a strong focus on female participation and ACU FC's primary goal is to be a leader in the world of women's football.

ACU FC will begin work from the bottom up as we focus our resources in the production of players of the highest quality by delivering program driven by top quality coaches with the support of our outstanding educational facility. It is our long term goal to produce outstanding individuals and leaders, on and off the football field.

POSITION PURPOSE

The Vice Chairperson/Secretary will play a key role in ensuring the club is tracking well against the five year Football Plan, as well as promoting the clubs football philosophy to all players, coaches and managers in line with the University's mission.

POSITION RESPONSIBILITIES

Key responsibilities

- Attend the executive committee meetings. Chair club meetings in the absence of the Chair.

- Taking minutes of the executive committee meetings
- Ensure all club requirements are fulfilled in the absence of the Chair
- Ensure all club members, coaches, managers, parents and volunteers abide by the ACU FC's Conduct and represent the University with pride in line with the identity and Mission of Australian Catholic University
- Administration and management of the club which will work in conjunction with other executive committee members
- Ensure action items and resolutions are implemented or carried out

QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as 'qualifications and capability'. These are informed by the key responsibilities of the role and the Core Competencies set out in the [Capability Development Framework](#).

Selection Criteria	
Qualifications, skills, knowledge and experience	
1.	NSW Working With Children's Check
2.	Experience in developing performance programs that demonstrate success outcomes and achieve superior results in a sport/performance-focused environment
3.	Time management, communication and organisational skills
4.	Strong leadership skills and be passionate about developing club members on and off the field
5.	Mediation of any parent, player, coaching issues and disputes
Core Competencies (as per the Capability Development Framework)	
6.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
7.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
8.	Communicate with Impact: Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.
9.	Coach and Develop: Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.
10.	Be Responsible and Accountable for Achieving Excellence: Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.
11.	Make Informed Decisions: Make informed, evidence-based decisions by sourcing and interpreting University and business information.
Other attributes	
12.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.

All applications should be sent through at acufootballclub@acu.edu.au by COB Monday, November 11.