



Female Football Champion

Volunteer Committee Position Description

Reports To

President (advisory role — not a voting committee position)

Works Closely With

President, Diversity & Inclusion Officer, Coaching Coordinators, Lead Registrar, Fundraising & Events Coordinator, Digital Communications Manager

PURPOSE OF THE ROLE

Drive the growth and celebration of female football at our club. This is an advisory and support role focused on increasing female participation, supporting female players and coaches, and ensuring the club actively promotes women's and girls' football at every level.

KEY RESPONSIBILITIES

- Advocate for female players, coaches, and volunteers across all levels of the club
- Assist the committee in the appointment of all female roles within the club
- Develop and implement regular opportunities for the women and girls at the club to meet, network, hear each other's stories, share ambitions, and exchange advice
- Support the club's football operations to ensure women and girls are given the same opportunities as all other club members
- Support club social activities to ensure all females and girls are invited and represented fairly
- Establish and maintain professional relationships with coaches, referees, the committee, and stakeholders including other clubs, associations, schools, the member federation, and Football Australia
- Establish a communication strategy with committee members to provide advice and support on promoting opportunities for women and girls within the club
- Work with the committee and Digital Communications Manager to update club members and the website about the role, and introduce the Club Female Football Champion so everyone knows who they can approach
- Assist the club with the implementation of the Football Australia Female Football Strategy
- Identify and promote opportunities to grow female participation in all age groups
- Liaise with Newcastle Football on female football programs, grants, and initiatives
- Support the recruitment and retention of female players, coaches, and team managers
- Raise awareness of female football opportunities and achievements with the committee
- Review and update this position description at the end of each year, and induct the incoming Female Football Champion

TIME COMMITMENT

 Approximately 2 hours per week during season (advisory and project-based)

People Management

N/A

Budget Management

N/A

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Passionate and dedicated to promoting the club to the wider community
- Well-known and respected within the club and football community
- High level interpersonal and communication skills, including people management and presentation skills
- Desirable: current Football Australia coaching accreditation or equivalent
- Willingness to work collaboratively and transparently with the committee

- Ability to provide leadership and direction
- Computer literate in Microsoft Office applications
- Report writing skills for general committee monthly reports and AGM

Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.



End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.



You'd be great for this if...

You're a champion for women's football in every sense of the word. You're enthusiastic, visible, and you make female players and coaches feel valued and celebrated. Whether it's advocating for more female teams, supporting a young girl's first season, or pushing for better facilities — you make it happen.