



FFA League & Event Operations Internship

Position Advertisement

Football Federation Australia (**FFA**) is currently seeking talented and ambitious students to join FFA's League and Event and Operations Internship Program commencing the week of 29 September 2014 for (preferably) the length of the 2014/15 Hyundai A-League Season. The purpose of the role is to provide assistance with projects and tasks for the FFA National Leagues (Hyundai A-League, National Youth League and Westfield W-League), Westfield FFA Cup, AFC Champions League, and National Team Events.

The intern position is a volunteer role based in the FFA Sydney Office, whereby the successful candidate will gain experience in Sports Administration and Event Management. FFA currently has two (2) positions available in which the applicant(s) must be available a minimum of two (2) days per week. The ideal candidate would be required to fulfill at least 120 hours of practical work experience.

Desirable candidate qualities:

- Second or Third Year University Students
- Studying Business/Sports Management
- Competent Administration Skills
- Previous experience in sports business environment

For reference please find the attached position description for the role of League Operations Intern including application form.

Should you be interested in applying for the program, please send a cover letter, resume and application form to intern@footballaustralia.com.au by 5pm, Friday 12 September 2014.

FFA Intern Position Description

TITLE: League Operation Intern

INCUMBENT:

DEPARTMENT: League and Event Operations

LOCATION: Sydney

REPORTS TO: A-League Registrations and Administration Coordinator

START DATE: Week commencing 29 September 2014

END DATE: Flexible. Preferably, at minimum, until the end of the 2014/15 Hyundai A-League
(if applicable) Season.

DIMENSIONS

- | | |
|----------------------------|------|
| • Number of direct reports | None |
|----------------------------|------|

Purpose of Role

- Provide general administrative support across FFA National Leagues (Hyundai A-League, Foxtel National Youth League, Westfield W-League and Westfield FFA Cup) and the AFC Champions League.
- To administer the daily operations for the FFA National Leagues
- To provide support to the League Operations Department and FFA Departments, as required.
- To assist with FFA National Teams and National League events as required.
- To assist with administration and co-ordination of occasional project work for the department.

Key Areas of Responsibility

- Assist with the administration of the competition match reports
- Managing the match recording digital library
- Coordinating and distributing pre-match documentation
- Assisting with data and statistics reporting
- Provide support with logistics regarding travel and accommodation for fixtures and events
- Content management and filing within the League Information Systems
- Assistance with project work including planning
- Creating template documents to assist with the administration of the competition
- Assist in developing Event Plans and Run Sheets for the AFC Champions League
- Assist with formal correspondence related to the delivery of the AFC Champions League
- Other ad hoc duties as required

Key Outcomes

- Oversee sound administration practices and standards
- Timely distribution of materials
- Maintain a high quality level of service to internal and external stakeholders
- Refine and develop administrative practices
- To assist League Operations staff with their duties, where required
- Available to work at least one full day per week preferably two

Knowledge, Skills and Behaviour Required

- Excellent communication skills, verbal & written
- Ability to take direction as required
- Display initiative and ability to work unsupervised
- Highly organised and strong attention to detail
- Diplomacy and strong customer service approach
- Experience of Microsoft Office programs (Word, Excel, PowerPoint, SharePoint and Outlook).

Major interactions

- League & Event Operations Department
- FFA management and staff with FFA National League responsibility
- Club Management and Administrative staff
- Member Federations
- Venues
- FIFA, AFC and other international and/or associations
- Government bodies

Official Internship Application Form

League and Event Operations Department

Applicant Information	
First Name:	Last Name:
Contact Number:	Date of Application:
Email address:	Are you an Australian or New Zealand Citizen or Permanent Resident:
<p>If you are not an Australian or New Zealand Citizen or Permanent Resident, please note you will be required to provide proof of your residency status (Visa and Passport) if you are successful through the interview process. Providing this information authorises the Department of Immigration and Citizenship to release the details of your work rights status. This allows FFA to ensure we comply with Australian Visa requirements and enables you to be rostered appropriately according to your Visa type.</p> <p>What hours does your Visa allow you to work per week:</p>	

Current Tertiary Education Information	
Name of University:	Degree:
Specific Campus (If Applicable):	Current GPA (or equivalent): out of
Nature of Study:	Level of Study:
Length of Course: (years)	Number of Years Into Your Course: (years)
Expected Year of Graduation:	

Availability
Required minimum number of work placement hours (if applicable):
Are you happy to commit to the Internship Program for a greater number of hours than stated above, if required:
Desired Length of Internship: (Months)
If you were successful in receiving and internship commencing in late September when would you be able to remain with us through until:(Month) (Year)
Please Indicate the Days you are available (minimum 2):
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday

Other Information

Why are you interested in an internship in our organisation (50 Words Maximum)?

What specific experience(s) would you like to gain through this internship (75 Words Maximum):

What is your long-term career goal (30 Words Maximum):

How did you hear about our internship program (30 Words Maximum):

Further Documentation

As well as this application form please include the following items in your submission:

- ☐ Covering Letter
- ☐ Resume

Submitting Your Application

Please submit all your documentation by Close of Business **12 September 2014** in either of the following ways:

1. Submit your application electronically to intern@footballaustralia.com.au
2. Post your application to:

Attention: Internship Coordinator
Level 22, 1 Oxford St
Darlinghurst, NSW, 2010

Please note: If you are posting in your application it must be received by the above date. Late applications will not be accepted.

What Happens Now – Timeline

- **12 September (5pm)** – Applications close
- **15-17 September** – Successful candidates will be contacted to arrange an interview
- **18-24 September** – Interviews conducted
- **25-26 May** – Formal offers will be made to successful candidates
- **Week of 29 September** – Internships commences

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I also certify that I am submitting this information on behalf of myself and no other individual or entity. I also certify that I have read this application form in its entirety and understand its contents and directives. If this application leads to an internship, I understand that false or misleading information in my application may result in my immediate release. Further I understand that I will be bound by all Football Federation Australia statutes, guidelines, policies and regulations during my period of Internship with Football Federation Australia and all its associated bodies or entities.

Signature:

Name:

Date: