

Coaching Coordinator

Reports to: Vice President (or another designated committee member)

Purpose:

The Coaching Coordinator provides leadership and support to Club coaches and team managers, helping to create a consistent, positive, and inclusive coaching environment across all age groups. The role supports the recruitment, development and retention of quality coaches, coordinates coach education and accreditation, and ensures coaches are equipped, confident and aligned with the Club's approach to player development and coaching standards.

Key Responsibilities:

- Oversee the recruitment, appointment, and onboarding of coaches according to Club policies.
- Ensure all coaches have up-to-date accreditation in line with league and Club requirements.
- Provide guidance, resources, and support to coaches during training sessions and on game days.
- Coordinate coach development initiatives such as training workshops, mentoring, and education nights.
- Promote best-practice coaching methods focused on skill development, inclusion, and player well-being.
- Facilitate regular communication between the coaching group and the Football Manager or Committee.
- Identify and recommend new or updated training equipment to support coaching needs.
- Assist age-group advocates and team managers to address coaching-related questions or challenges.
- Organise team-building or social events for the coaching cohort (e.g., season launch BBQs, mid-season check-ins).
- Provide feedback to coaches based on observation or player/parent input, ensuring constructive and supportive dialogue.

Skills & Desirable Characteristics:

- Hold or willing to apply for a current volunteer "Working with Children Check"
- Effective communication and leadership skills.
- Coaching experience (accredited or previously active) highly regarded.
- Passion for coach development and creating a positive club culture.
- Confident running group discussions, mentoring, and giving feedback.
- Organised and proactive in solving challenges and engaging coaches.
- Understanding of junior/senior football pathways and community sport environments.