



 (02) 9887 2116
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POSITION DESCRIPTION

ROLE: Disciplinary and Facilities Coordinator

DEPARTMENT: Competitions and Facilities

LOCATION: Sydney, NSW

ATTITUDE AND BEHAVIOURS:

As this role within North West Sydney Football (**NWSF**) includes operating as part of a team, you are expected to work as a team member, show appropriate behaviours and respect to all our employees and stakeholders, and work with a spirit of co-operation.

You will embody our SPIRIT values (Safety, Passion, Inclusion, Respect, Integrity, Togetherness).

PRIMARY OBJECTIVE:

The Disciplinary & Facilities Coordinator role is a full-time position providing administrative support to the Disciplinary and Facility functions of North West Sydney Football (**NWSF**) and NWS Spirit FC.

The disciplinary function of the role includes coordinating all aspects of the disciplinary process, collation of reports for review, communication with disciplinary bodies, clubs, and participants, coordinating disciplinary body meetings, and maintenance of the disciplinary data base.

The facilities function of the role includes coordinating all aspects of facility use by NWSF and NWS Spirit FC for competitions and football programs, liaising with Council and other facility owners regarding bookings, invoicing, coordinating facility projects delivered by NWSF, overseeing the population and sharing of facility maintenance logs, managing the maintenance and tenancy of NWSF and NWS Spirit FC at Christie Park, and coordinating grant applications related to facility projects.

SPECIFIC ACCOUNTABILITIES:

General

- ▶ Represent NWSF in a professional manner at all times
- ▶ Perform all duties as required by the Chief Executive Officer and General Manager Competitions
- ▶ Contribute to operation plans to monitor delivery of tasks

Disciplinary

Support the General Manager Competitions in delivering the disciplinary process, by;

- ▶ Reviewing all send-off reports and incident reports received by NWSF and apply the relevant disciplinary process measures
- ▶ Drafting and issue all notices related to the disciplinary process
- ▶ Being the point of contact for stakeholder enquiries regarding the NWSF Grievance and Disciplinary Regulations and process
- ▶ Supporting the disciplinary bodies which deal with all reported misconduct, including the issuing of warning letters, suspensions, and other penalties in accordance with NWSF's Grievance and Disciplinary Regulations
- ▶ Ensuring an accurate database of suspension is maintained
- ▶ Preparing disciplinary reports as required for the NWSF Annual Report, and at other times as requested by the General Manager Competitions
- ▶ Contributing to the annual review of the NWSF Grievance and Disciplinary Regulations and process

Facilities – Christie Park

Support the General Manager Competitions maintain Christie Park, by;

- ▶ Managing the maintenance of Christie Park, in-line with the conditions of the lease agreement
- ▶ Ensuring Christie Park is kept in a clean state
- ▶ Being the point of contact for the Christie Park user group engagement (NWSF, NWS Spirit FC, Gladesville Ryde Magic FC, Gladesville Ravens FC)
- ▶ Coordinating access for service providers to Christie Park

Facilities – NWSF

Support the General Manager Competitions in managing facility bookings and use, by;

- ▶ Coordinating the annual winter and summer football bookings with the relevant Councils
- ▶ Processing all facility use invoicing
- ▶ Participating in meetings with Council regarding facility issues and maintenance
- ▶ Preparing and publishing maintenance registers for facilities used for football
- ▶ Liaising with Council to coordinate venue inspections and any other interaction which requires attendance by NWSF, clubs, and Council
- ▶ Coordinating facility related projects (such as compliance audits and small-sided goal requirements)
- ▶ Liaising with Football NSW, Council, and Government to identify grant opportunities to benefit NWSF and it's Clubs

Facilities – NWS Spirit FC

Support the General Manager Game Development in managing facility bookings and use, by;

- ▶ Coordinating the annual field bookings for NWS Spirit FC for matches and training
- ▶ Being the club contact with FNSW and opposing teams for all match scheduling enquiries
- ▶ Liaise with Football NSW, Council, and Government to identify grant opportunities to benefit NWS Spirit FC

Other

Support other NWSF staff in the delivery of their roles, including;

- ▶ Supporting delivery of programs and events that require additional human resources (such as gala days and the Awards Night)
- ▶ Undertaking reasonable additional responsibilities of other staff members when they are on leave

KNOWLEDGE, SKILLS, AND BEHAVIOUR REQUIRED

- ▶ Demonstrable experience and knowledge of disciplinary processes in community sport; and / or
- ▶ Demonstrable experience and knowledge of facilities bookings, maintenance, and council engagement
- ▶ High level communication skills (verbal and written)
- ▶ Excellent time management
- ▶ Ability to maintain composure under pressure
- ▶ Ability to work successfully with staff, clubs, and other stakeholders in a harmonious atmosphere
- ▶ Eligible to work in Australia
- ▶ Working with Children Check compliant
- ▶ Interest in and knowledge of football is desirable

MAJOR INTERACTIONS

- ▶ NWSF and NWS Spirit FC staff
- ▶ Club representatives, coaches, players, spectators, and service providers
- ▶ Football NSW, and affiliated Football Associations
- ▶ Disciplinary Bodies
- ▶ Ryde, Hunters Hill, Parramatta, Hornsby, and Hills Shire Councils
- ▶ Schools and other facility owners
- ▶ Service providers

APPLICATIONS

This role may suit a recent University graduate, or someone looking to begin a career in the sports industry.

Applicants should provide a cover letter addressing their capability to deliver against the specific accountabilities, and a resume demonstrating their relevant experience.

Please address all applications to the NWSF Chief Executive Officer.

Applications must be lodged by email to phil@nwsf.com.au **no later than 5:00 pm on Friday 8 May 2026.**