



## Majura Football Club Position Description – Strategy Coordinator

### JOB TITLE:

Promotions Coordinator (Volunteer Position)

### HOURS PER WEEK:

The estimated time commitment required as the Promotions Coordinator is a minimum of 3 hours per week.

### ROLE DESCRIPTION:

To work under direction of the Vice President to develop or update the club's strategic plan to align with the club's vision and strategic objectives. This will include linking the strategic plan to operations and includes the development and monitoring of performance indicators.

### RESPONSIBILITIES:

- The coordination, development and execution of the club's strategic plan
- The development and of an operational plan to align with the strategic plan and the annual budget
- Working with the Technical Director to align the overarching strategic plan with the strategic football plan
- Development and monitoring of key performance indicators
- Attend monthly committee meetings including the provision of monthly reporting on key performance indicators

### RELATIONSHIPS:

- Reports to the Vice President

### ACCOUNTABILITY:

- The Strategy Coordinator is accountable to ensure that the club has a strategic plan in place supported by the appropriate operational plan and budget.



#### **ESSENTIAL SKILLS:**

- Experience in the development of strategic plans and supporting operational plans
- Experience in the interpretation and communication of financial statement to a non-financial audience
- Dedicated club person.
- Good organisational skills and attention to detail.
- Good communication/interpersonal skills.
- Influencing and negotiation skills.
- Microsoft Excel skills.

#### **VOLUNTEER BENEFITS:**

- Enhances stakeholder engagement
- Enhances broader supplier liaison skills and problem solving.