

## **Unique opportunity to work in football and drive the women's game forward at the Vanuatu Football Federation**

### ***JOB DESCRIPTION***

**Job title:** Women's Football Development Officer

**Job overview:** The Women's Football Development Officer will be responsible for driving the growth and development of the women's game in Vanuatu. This exciting new position comes with various responsibilities, cutting across all areas of football. Delivering and implementing a long-term women's football strategy will lead to the successful growth of women's football in our country. Ensuring that the whole population has access to this sport, for any level, age or background, is part of our mission. This role is therefore of great importance to the Vanuatu Football Federation.

### ***KEY RESPONSIBILITIES AND DUTIES***

- Work in collaboration with relevant internal and external stakeholders for the development of women's football
- Create and implement a women's football strategy
- Oversee, manage and develop women's football activities linked to the strategic objectives, such as grassroots programmes or local and national competitions
- Build a database of relevant statistics on girls' and women's football to continuously track and monitor the progress of women's football in the country
- Work with the Technical Director to identify areas of priority to improve programmes and pathways for girls and women
- Work together with the Marketing/Communications Department to create an effective communication campaign that raises awareness of and promotes women's football and its benefits
- Establish a women's football network and ensure communication flows across the organisation, including with the Women's Football Committee and if applicable Executive Committee/Council
- Work with local NGOs to identify common goals for girls' and women's empowerment within society with the aim of using football as a tool to achieve these goals

***QUALIFICATIONS ‘EXPERIENCE’ or ‘CHARACTERISTICS’ or  
‘REQUIREMENTS’***

- Completed Secondary Level Studies (eg: Diploma of Year 13 for Anglophones or DAEU Certificate for Francophones, ...)
- Minimum 2 years experience in a sports development project or community development project or equivalent.
- Organization and leadership skills
- Ability to work independently and as part of a team
- Has a good understanding of the women’s football landscape. Experience as a player or a coach or a administrator is a plus.
- Experience within the game of football (player, coach, administrator)
- Experience working with children and parents
- Proficient communication skills
- Confidence speaking in public and delivering information
- Ability to demonstrate collaboration and inclusive approach to problem solving
- Customer service/Sales experience
- What type of previous work experience is required? (e.g. project manager)
- High level of resilience, with an ability to manage multiple projects at once
- Passion to develop the game of football and has a “can-do attitude”
- Is open minded and has an intrinsic motivation to develop the women’s game
- Able to adapt to different working environments, with an ability to manage upwards, but also able to lead discussions and individuals

Please apply to [VFF.recruitment@gmail.com](mailto:VFF.recruitment@gmail.com) or submit your cover letter attached to your resume and with a personal police clearance check or submit a written application with letter of application and CV to Vanuatu Football Federation, General Secretary, VFF Haus, PO Box 266, Port Vila, Vanuatu.

APPLICATIONS CLOSE ON 13<sup>TH</sup> OF NOVEMBER, 202

PLEASE NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED