**Position Description**

**GO Soccer Mums Deliverer**

This position description has been provided as a general position description only. Please edit this position description to ensure it reflects the needs of your Club and is consistent with any requirements set out in your Club’s rules.

Please delete this message prior to releasing the Position Description.

**Overview**

GO Soccer Mums Deliverers bring the program to the community. They facilitate the program at their Club or venue, allowing more Victorian women to take part. GO Soccer Mums Deliverers are ideally female and connected to their Club/venue in some capacity.

Deliverers will participate in either a Deliverer’s course or one-on-one training, depending on the launch of the program at your venue. Once accredited as a Deliverer by the GO Soccer Mums Project Manager, programs can take place.

If a Club wants to take part but a Deliverer cannot be identified at the Club, the GO Soccer Mums Program Manager will assist with appointing a Deliverer to the program.

A great GO Soccer Mums Deliverer will be:

* Organised and punctual.
* A good communicator, inclusive, flexible, and enthusiastic.
* Not a “traditional coach”, as the environment that should be created is fun and social, with less focus on skill development and technical play.

**Responsibilities**

1. Deliverer Accreditation

* Undertake **GO Soccer Mums Deliverer Development** (1.5h online course)
* Undertake Go Football platform training (30 min online)

1. Administration

* Activate the program registrations on GO Football
* Ensure all participants are registered
* Respond to enquiries to your program via GO Football platform
* Mark attendance via GO Football platform
* Weather checks prior session / communicate cancellation to all participants and FV GSM Project Manager

1. Program Delivery

* Inclusive, positive, and welcoming attitude
* Deliver program meeting FV delivery guidelines
* Provide feedback to FV on improvements
* Seek to build relationships with participants to retain as members
* Communicate local opportunities to your participants
* Local promotion of the program in cooperation/support of the Club

1. **Program Structure**

* A program runs between 4 – 10 weeks during the school term
* A session runs between 45 - 60 minutes (mostly 60 min)
* The deliverer would like to ensure that the participant would like to return to the next session, the next term and the next year program
* Clubs are able to offer GO Soccer Mums year-round (one program per term)

The Club might choose to have a dedicated administrator for the Go Football platform which can take some duties off the hands of the Deliverer.

**End of year hand over**

**Updating key documents**

At the end of each year a key activity of the GO Soccer Mums Deliverer will review and revise their position description to ensure it continues to reflect the requirements of the role.

Ideally the GO Soccer Mums Deliverer should review the plans for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

**Essential Skills and requirements**

* Hold or willing to apply for a current volunteer “working with children” check.
* Mandatory: Complete **GO Soccer Mums Deliverer Development** (1.5h online course)
* Inclusive, positive, and welcoming attitude
* Interpersonal communication skills, including people management and presentation skills.
* Ability to provide leadership and direction.

The estimated time commitment required as the GO Soccer Mums Deliverer is **1.5 hours** per week.

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