

POSITION DESCRIPTION



OVERVIEW

TITLE	Senior Manager, Project Management Office, AFC Women's Asian Cup 2026 LOC Office
DEPARTMENT	AFC Women's Asian Cup 2026 LOC Office
LOCATION	Sydney (Head Office)
REPORTS TO	Tournament Director (Indirect to EGM Event Growth and Experience)
WORK TYPE	Full-Time Fixed Term Contract
HOURS/ DAYS PER WEEK <i>(part-time, casual or contractor only)</i>	
START DATE	ASAP
END DATE <i>(FT/PT fixed term contract or contractor only)</i>	Post Tournament 2026

ACCOUNTABILITY

Number of direct reports	0
Number of indirect reports	0
Budget responsibility in \$ <i>(State whether prime, shared or contributory responsibility)</i>	TBC

ABOUT US

Football Australia is the national governing body for football in Australia and a member of Fédération Internationale de Football Association (FIFA), the international governing body for football. It governs all national teams, the A-Leagues (in Football Australia's capacity as the regulatory body), Australia Cup, National Premier Leagues and leads state, community, and grassroots football.

OUR CULTURE & VALUES

Football in Australia is a melting pot of approximately 2 million participants represented by over 200 different cultures, we proud to be the most diverse and globally connected sport within the Australian sporting landscape.

Football Australia's purpose is to *'bring communities together through football - connecting Australia to the world'* while having a vision to *'be a leading football nation where everyone is inspired to live and love the game'*.

To achieve this, we live by our company values which include:

- 1. Impact On & Off the Field:** Challenge the way we think and do to seek ways to grow the impact football has, influence industry thought leaders.

POSITION DESCRIPTION



- 2. Inclusive & Diverse Football for all:** Football is embedded in the nation's social fabric, follows the story of Australia, be accessible for all
- 3. A United Team:** Bringing people together to unleash the power of football and to deliver the vision, we bring the team spirit to the game
- 4. Trust:** Building trust across the whole football community, be trusted custodians of the game, act with integrity and objectivity

BACKGROUND & PURPOSE OF THE ROLE

The Asian Football Confederation (AFC) has awarded Football Australia hosting rights for the 2026 edition of the AFC Women's Asian Cup™. Having co-hosted the best-ever edition of the FIFA Women's World Cup™ in 2023, Australia will host the Continent's premier women's national team for a second time in history having also staged the 2006 edition of the AFC Women's Asian Cup™.

This prestigious event will bring together 12 nations in a tournament structured into three groups of four. Following the resounding success of last year's FIFA Women's World Cup™, Football Australia, its stakeholders and partners are eager to create another tournament that celebrates women's football, delivers legacy outcomes for football and Australian society more broadly.

A Local Organising Committee (LOC) will be established for the sole purpose of delivering the 2026 edition of the AFC Women's Asian Cup™ in Australia. With the LOC soon to be established, the Senior Manager – PMO AFC Women's Asian Cup 2026 LOC Office, will initially be contracted to Football Australia, transitioning to the LOC Office once established.

This role will be pivotal in supporting the planning and operational execution of the tournament. This position will collaborate with the AFC, Football Australia, and all LOC internal Program Areas, ensuring that all deliverables are planned, executed, and meet AFC requirements within designated timelines.

A key responsibility of this role is the oversight and management of the Tournament Master Schedule. Collaborating with each of the tournament's stakeholders on an ongoing basis to monitor specific project timelines and manage project deliverables, regularly communicating project status, risk and updates.

ROLE RESPONSIBILITIES

Project Management

- Develop and manage a comprehensive tournament project plan for each of the tournament's phases, outlining all tasks, timelines, and milestones
- Develop full-scale plans and associated documents for all tournament stakeholders
- Identify and manage project dependencies for all deliverables, ensuring each of the LOC's functions and programs are kept informed of dependencies impacting each of the departments.
- Provide AFC and LOC Management with regular and accurate project progress reports
- Proactively manage changes in project scope to ensure deadlines are met and projects are adequately staffed, to accommodate updated requirements.

POSITION DESCRIPTION



Stakeholder Collaboration

- Establish strong relationships with program areas within Football Australia and the LOC, government, host cities and operational stakeholders to successfully deliver tournament requirements.
- Coordinate with all tournament stakeholders on an ongoing basis to monitor specific project timelines and manage project deliverables, regularly communicating project status, risks, and updates.
- Evaluate AFC tournament requirements in alignment with government and host city agreements.

Tournament Integration & Documentation

- Working with the Tournament Director and EGM Event Growth and Experience, manage the development of all Tournament and Event related documentation.
- Coordination and record taking of Tournament Coordination meetings allowing for comprehensive program area integration across the organisation.
- Monitor and support the completion of the relevant documentation by each of the programme area managers.
- Facilitate progress meetings with LOC teams to track against milestones
- Own the holistic view of the WAC roadmap to ensure milestones are delivered on time and interdependencies are clearly communicated between WAC and AFC
- Have an oversight of the WAC procurement plans and recruitment plans and ensure milestones are delivered to the agreed timings

Tournament Operations

- Working with the Tournament Director, monitor the preparation and readiness of all venues, including stadiums, training facilities, in accordance with the AFC requirements.
- Coordinate the set-up of the Tournament Time Main Operations Centre and ensure all reporting and communication processes are effective and streamlined.
- Administer the daily briefings during Tournament Time.

Post –Tournament Evaluation

- Lead on post-event evaluations to report on performance, identifying areas for improvement.
- Facilitate the 'Transfer of Knowledge' process, capturing, documenting, and sharing insights, lessons learned, and best practices from the tournament.

ROLE OUTCOMES/ DELIVERABLES

- Coordinate the delivery of operational plans that enhance coordination and effectiveness across the LOC/Football Australia, leading to streamlined operations and increased accountability
- Delivered a well-structured master schedule that enhanced transparency and coordination, ensuring all tournament phases were completed on time and within scope.

POSITION DESCRIPTION



- Effectively managed interdependencies to mitigate risks and ensure that all departments were aware of impacts on their functions, leading to timely and effective responses.
- Support the full operational readiness of all venues, meeting AFC requirements and enhancing the overall tournament experience for participants and fans.
- Working with key program area leads, proactively identified and monitored risks across program areas, developing effective mitigation strategies that minimised potential impacts on tournament operations.

MAJOR INTERACTIONS

- The Local Organising Committee (LOC)
- LOC General Managers and Program Area Managers
- AFC Head of Asian Cup 2026 (ACO)

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential	<ul style="list-style-type: none"> • Demonstrated strategic planning, execution and project management experience for major international sporting events. • Extensive experience in project management for major sports tournaments, with a solid understanding of local Australian stakeholders at the city, state, and national levels. • Proficient in stakeholder management, operational environment analysis, and the use of monitoring tools to track progress and identify and report on issues. • Strong collaborative skills to work with teams in delivering strategic plans. • Exceptional organisational and presentation skills. • Excellent communication abilities, both in presentation and interpersonal interactions. • Demonstrate ability to facilitate meetings • Passionate to be part of a team for sports and/or events • Capable of working independently as well as in a collaborative, team-oriented environment. • Demonstrated success in completing a major sporting tournament and meeting KPIs'
Desirable	<ul style="list-style-type: none"> • Understanding of local and global football, respected within the community • Asia-literacy and experience in working in Asian cultural contexts • Understanding of football operations delivery in Australian venues • Adept in PRINCE2 or equivalent Project Management methodology is highly recommended and beneficial • Flexible to adapt to changing priorities and respond to tight deadlines • Ability to work effectively under tournament pressure

QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Bachelor's Degree or similar level of higher education in business, strategy, sports management, project management or related field • A minimum experience of 5 years in Strategy, Planning and Project Management • Highly developed skills in MS Project, Excel, PowerPoint and Visio and other planning software and online collaboration tools
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UNIQUE CRITERIA

The following selected items identify the requirements of the role

- Out of hours and weekend work
- Intra and/ or Interstate travel
- International Travel
- Significant periods of work away from home
- Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation

ADDITIONAL REQUIREMENTS

To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role

- National Police Check
- International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)
- Full working rights in Australia
- Working with children check (paid/ employee) or state- based equivalent
- Working with children check (volunteer) or state- based equivalent (volunteer roles only)