



Competition Officer

Macarthur Football Association

SPORTSPEOPLE
RECRUITMENT



- **Part time job share (28 hrs/week - office hours only)**
- **Administratively support competitions and programs**
- **Lynwood Park (St Helens Park) location (hybrid)**

About Macarthur Football Association

The Macarthur Football Association (MFA) is responsible for the management and promotion of football in the south-west suburbs of Sydney, overseeing football competition for over 13,000 players from 26 member clubs across Campbelltown, Camden and Wollondilly.

Providing all people the chance to play football, MFA offers participation opportunities across both Winter and Summer seasons to include, MiniRooos boys and girls (under 5s to 11yo), youth, senior, through to Over 35s. Modified versions of the game including small-sided football and Walking Football cater to varying skill and physical ability levels in the community.

The Macarthur Rams Football Club is the elite representative teams owned by MFA, competing in the Football NSW NPL1 Men's and Women's Competitions in both Both Senior and Youth. The Rams Academy is operated by the Macarthur Rams FC, providing structured training and pathways for Club players that complement their participation at Club level.

Responsible for the home ground and offices at Lynwood Park in St Helens Park, MFA is structured with an elected Board of Directors who oversee strategy and governance working with the General Manager, coaching and administrative staff, and supported by a number of volunteers covering the various functions of the association.

MFA Purpose: Administer, promote, develop, and provide an accessible game for all within a framework of sound and ethical practice.

MFA Vision: The sport enjoyed more than any other across the Macarthur region.

MFA Values: Passion, Respect, Integrity, Transparency, Inclusive & Performance.



Competition Officer

The Competition Officer role is a new part-time job share arrangement. This role works during office hours and provides vital administrative support and planning of MFA competitions, working alongside a complementary role that delivers the competitions during evenings and weekends. Both Competition Officers play a key role in ensuring competitions run smoothly, professionally and in line with Association rules, while providing high-quality support to clubs, officials and stakeholders.

In this role, you will assist with the administration of all MFA competitions, including the creation and ongoing management of fixtures, results and ladders, maintaining accurate records and responding to day-to-day competition enquiries. You will support coordination of any required changes such as washouts, venue updates and reschedules, and ensure all amendments are accurately reflected in competition systems and communicated in a timely manner.

The role also provides administrative support across discipline and compliance areas, including player eligibility, registrations, grading matters and the processing of match reports or incidents. From time to time, you may also assist with events or finals series logistics and contribute to the continuous improvement of competition processes and systems.

To be considered for this role you will be a motivated and detail-oriented administrator with a proven ability to meet deadlines, multi-task and prioritise. As the main point of contact for competition related enquiries, a customer service focus is required in addition to strong written and verbal communication skills that ensure competition updates and key communications are clear and timely.

The ability to problem-solve, work independently, and contribute positively within a small team is essential, as is alignment with MFA's values. Experience in community sport, competition coordination, or scheduling systems such as Dribl will be highly regarded, along with a genuine love for the game and the local community.



Key Responsibilities

Competition Administration

- Assist in administering all Association competitions and match programs
- Maintain accurate competition records and data entry (fixtures, results, ladders)
- Respond to day-to-day competition enquiries from clubs, officials, and stakeholders
- Support the implementation and communication of competition rules and regulations

Fixtures & Scheduling

- Assist in creating and updating fixtures (including washouts, venue changes, and reschedules)
- Coordinate match changes with clubs and ground authorities
- Ensure changes are correctly reflected in competition systems and communicated in a timely manner

Match Day Operations

- Support match day administration, including cancellations, ground closures, and incident response
- Liaise with clubs, referees, and Association staff to resolve issues
- Assist with reporting and follow-up actions after match day (where required)

Discipline & Compliance Support

- Assist with player eligibility checks, registration compliance, and team grading matters
- Support the processing of match reports, incidents, cautions/send-offs (as required)
- Maintain clear records and assist with preparation for hearings or tribunal matters

Stakeholder Support & Communication

- Provide strong customer service to clubs and volunteers
- Prepare and distribute competition updates, notices, and key communications
- Escalate complex matters to the General Manager / Competitions Manager as required

Administration & General Duties

- Assist with internal reporting and basic statistics (participation, fixture impacts, etc.)
- Support events or finals series logistics when required
- Contribute to the continuous improvement of competition processes and systems

Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

- Strong administration skills with a proven ability to meet deadlines, multi-task and prioritise
- Computer skills (Microsoft Office) at an intermediate to advanced level (experience with competition scheduling software such as Dribl would be an advantage)
- Excellent written and verbal communication skills
- Exceptional accuracy and attention to detail
- Outstanding customer service skills with the ability to build and maintain professional and respectful relationships at all levels
- Ability to problem solve and make decisions
- Ability to work independently and collaboratively, contributing positively to a small team environment while taking ownership of assigned responsibilities
- Alignment to the Association's values
- Experience in coordinating Event Competition structures (desirable)
- Experience in a community sport environment (desirable)
- A love for the game and the local community (desirable)

You must hold a Working with Children Check or be able to obtain one as soon as possible, and before commencing employment with MFA.

Hours of Work

This is a Part Time position (28 hours per week). The days and hours worked will be negotiated with the successful candidate, noting that working within business hours is preferred (eg. school hours or 4 days per week).

Location

This position is located at the Macarthur Football Association Head Office at Lynwood Park in St Helens Park, NSW. An option to work some hours from home is available.

Remuneration Guide

An attractive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment before applying.

Residency & Immigration

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.

Website & Social Media

For more information and news items on all facets of activities, services and programs, visit:

Website: macarthurfootball.com.au

Facebook: facebook.com/macarthurfootball

Instagram: [@macarthur football association](https://instagram.com/macarthur_football_association)

Indicative Timelines

Final interviews and the appointment of the Competition Officer, Macarthur Football Association are scheduled for March, 2026.

The successful candidate would be expected to commence duties ASAP (by negotiation), mindful of notice periods and general availability.



Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.

Applications Close:

5pm Wednesday 25 February, 2026

Candidates must complete and submit the **COMPULSORY Sportspeople Recruitment Application Form** at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

Apply to

Your application should be sent electronically via the “apply now” link at the advertisement via sportspeoplerecruitment.com/jobs

Enquiries

In the first instance general enquiries should be directed to **Scott Oakhill on 0408 258 337** or **FRECALL AU 1800 634 388** or **+61 2 9555 5000** or via admin@sportspeoplerecruitment.com

About Sportspeople Recruitment

The Competition Officer, Macarthur Football Association search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 30 years in 2026 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers. We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by the Macarthur Football Association as the exclusive search partner for the Competition Officer position.

Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. Believe in yourself and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.

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