

POSITION DESCRIPTION

POSITION TITLE:	FQ Club Development and Assessment Manager
DEPARTMENT:	FQ Football Department
LOCATION:	Meakin Park – FQ HQ
REPORTS TO:	General Manager – Infrastructure & Pathways
STATUS:	Full Time
LAST REVISED:	September, 2026

Primary Purpose of Role

The FQ Club Development and Assessment is a leadership role responsible for the overall product experience, management, growth, promotion and quality assurance of Football Queensland's Club Development and Assessment services.

The role will oversee, enable and execute the continual evolution, development, and delivery of FQ's Club Development and Assessment Unit and the delivery of FQ's Club Development strategy and the Club Assessment function.

The role requires high levels of collaboration, at all levels, across multiple Football Queensland departments in particular the FQ Customer Experience Unit and leadership of a positive, player, customer and club - centric environment, focused on talent identification, player development and club development success.

The 2023-2026 Football Queensland (FQ) **One Football** Strategic Plan "**Anytime, Anywhere**" identifies the following key strategic pillars and focuses that the FQ Academy Director and Club Development & Assessment Manager will assist in delivering outcomes for all of FQ's Strategic Pillars.

For further information click on [2023-2026 Football Queensland Strategic Plan](#)

Key Areas of Responsibility

The FQ Club Development and Assessment Manager will be required to:

- Manage and guide the Club Assessment Unit (CAU) and the Club Development Unit (CDU) via regular meetings and other strategies to ensure that timelines are adhered to.
- Ensure key strategic priorities within Club Development and Assessment remain embedded in the framework, including 50/50 participation and development, junior player development, and other identified organisational priorities.
- Act as a point of contact for any red flag areas or issues that need strategic and communicable directives
- Ensure that the CAU acts with integrity and that all reasonable measures are taken to promote consistency and parity in club assessments through Tier 1 and Tier 2.
- Drive the delivery of the CAU – keeping CDAs and Clubs across Queensland on track to a deliverable timeline through appropriate communication and meetings.
- Update clubs and communicate with them regarding upcoming meetings, deadlines, and educational events.
- Assist in the overall delivery of club assessment and club development processes in conjunction with the CAU and CDU.
- Assist the data collection of the yearly assessment and plan the delivery of support and development for Clubs via a series of activities and educational events (document review, brainstorming, small groups meeting, workshop and webinars, shared best practice, etc.)
- Assist and guide the CDU in their delivery of both bespoke and general development services and activities to clubs.

- Oversee and drive the Club Development and Assessment for regional clubs across Queensland.
- Oversee the yearly screening process for Club entering the system or progressing from Tier 2 to Tier 1.
- Manage the composition of preliminary scoring reports to clubs as well as review and outcome reports.
- Drive the annual review of the framework, ensuring continuous improvements remain the focus.

Key Performance Measures

- Management of all FQ Academy Club Development and Assessments including red flag issues and or breaches of FQ Memo / license agreements.
- Ensuring the Club Development Unit is on time with the delivery of educational events and activities planned for the season.
- Ensuring the Club Assessment Unit is on time with assessment delivery and does not fall behind milestone dates.
- Ensuring that planned Club Development activities are delivered to meet agreed targets.
- Club Development and Assessments are completed within milestone dates and reporting provided to State Technical Directors – with appropriate flagging / reporting systems designed and adhered to.
- Club Ambassadors are supported in their delivery of club assessment processes through diligent data collection, reporting and upkeep.
- As directed, all internal reporting and data analysis feedback to State technical Directors in a timely manner.
- All FQ Academy advanced club assessments completed according to the published processes and milestone dates and communicated on time.

Key Selection Criteria

The following skills and qualifications are preferred:

- AFC / Football Australia 'A' Diploma or equivalent.
- Tertiary Qualifications Business, Business Administration or Sports Management
- Experience or knowledge of the Football industry and landscape is desired
- An understanding of Football in QLD, the governance model and regions
- Demonstrated experience in developing strategies to increase participation and retention rates in an Academy
- Demonstrated ability to prioritise work and manage several tasks simultaneously both independently and in a team-orientated collaborative environment
- Maturity and experience in dealing with stakeholders of the game
- Demonstrated administrative and organisational skills, including oral and written communication skills and personal presentation
- Ability to use Microsoft Office 365 and Dynamics (incl. Word, Excel, power Point etc.) and social media platforms.
- Able to initiate new relationships, build rapport quickly and have the knowledge of dealing with professional administrators and importantly, referees & volunteers
- Excellent presentation and communication skills including phone, face to face, email, video call and direct messaging services
- Attention to detail and accuracy
- Driver's Licence

The following skills and qualifications are desirable:

- Experience in working with volunteers and a wide variety of stakeholders
- Current First Aid Certificate
- Working towards the next level of formal coach accreditation (Diploma)

The following are required:

- Must have a blue card (working with children) or be willing to get one
- Current and valid driver's license
- The right to work full time within Australia.
- Adhere to all FQ Policy and Procedures

Stakeholders and Interactions • CEO • GM – Football, Infrastructure & Club Development • Technical Directors – Coaching, Pathways and Talent ID • Football Queensland Customer Experience Team • Region General Managers and Region Managers • Region FQ Academy Centre Leads • Leadership of the FQ Technical Unit – TD’s Male and Female Pathways • Parents / Guardians
Other • The position may require weekend work and potential travel across the state