



## School Partnership and Liaison Officer Forrestfield Football Club

<b>Title</b>	School Partnership and Liaison Officer
<b>Division</b>	General Committee
<b>Reports To</b>	Secretary
<b>Salary Details</b>	Nil - Volunteer Position within club

### The Role

To assist create and maintain relationships and partnerships with local primary and high schools within the boundaries of the Forrestfield Football Club (FFC) that will assist is higher participation levels for the club.

<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Make contact with all local Primary and High Schools within boundaries during Pre-Season to promote FFC teams and activities</li> <li>2. Develop partnership with Darling Range College</li> <li>3. Organise marketing material and promotion sessions for schools with in FFC boundaries including:             <ol style="list-style-type: none"> <li>a. School Newsletters</li> <li>b. School Assembly's</li> <li>c. School Fetes</li> </ol> </li> <li>4. Attend school events when required to promote FFC</li> <li>5. Contribute and guide a positive behavioural culture within the FFC</li> </ol>
<b>Hours</b>	<ol style="list-style-type: none"> <li>1. Approx 1-2 hours per week</li> </ol>
<b>Availability</b>	<ol style="list-style-type: none"> <li>1. Attend monthly FFC Club General Meetings (Held second Tuesday of each month)</li> <li>2. Attend FFC AGM</li> <li>3. Attend School events when required</li> <li>4. Attend FFC registration day (Pre-Season)</li> <li>5. Attend FFC events where required</li> </ol>
<b>Desirable Skillsets / Qualifications</b>	<ol style="list-style-type: none"> <li>1. Well developed communication and written skills</li> <li>2. Well developed organisation skills</li> <li>3. Able to present to players / parents and key stakeholders</li> </ol>