



Nepean Football Club Inc

Overview

Strategic Direction

Strategically position NFC as a growth orientated pipeline for nurturing Male/Female talent for higher league competitions. From 2024-2029 build a strategic pathway for players & coaches throughout the NFA for growing & developing towards participation within the NFC competitive teams structure. The pathways will involve both a successful Male & Female pathway program based on a deep commitment of collaboration & partnership across the Nepean Football Association.

Background

Nepean FC was formed by and with the support of Nepean FA Clubs as a representative club to provide the players within the Nepean Football Association an opportunity to play representative football in a supportive and developmental environment. Our logo represents the 3 geographical symbols that our 4 local council areas are famous for, the mountains and the 2 rivers of the Nepean and Hawkesbury and is something that we hope all of our players and supporters are proud to wear.

Club KPIs

- A minimum of 80% team participation for each team based on footballing talent found with the NFA.
- Financially manage the NFC accounts in a sustainable & transparent way in order to sustain and grow the club's objectives.
- Develop & implement a core set of values across the NFC playing groups – including respect, inclusiveness, ambition, growth & contribution.
- Develop & maintain a cooperative and collaborative relationship with the Nepean Football Association Clubs, Nepean Referees Group, NFA Board and Staff.

NFC Executive Expectations

- The Club places absolute priority on the development of Players. Player development must be the prime focus for all Coaches and Managers.
- Coaches, Managers & Players, along with all other Members of the Club are regarded as ambassadors for the Club. The Club always expects exemplary behaviour.
- Develop & deliver an ongoing plan for building the NFC as a talent pipeline across the NFA.

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Key Position Expectations

Below is a list of NFC roles with a brief description of both what outcomes the roles need to deliver against as well as the main KPIs for each role.

It is important to take the time to consider how you can support and service the Nepean FC organisation to ensure its ongoing success.

If you believe you can serve the club in some other meaningful way, that is not listed below, we encourage you to contact us directly to discuss how you can serve the club and give us the opportunity to provide a tailored role to suit your availability and skill set.

We encourage you to consider becoming a part of the club's management team. To apply for any of the positions, please click on this [Application Form Link](#).

If you have any questions please direct them to nfc.admin@nepeanfootball.com.au

Position	Position Outcomes	Key Performance Indicators (KPI'S)	Expectation of Commitment
<p>Chairperson/ President</p> <p>Applications open now for 2025-26 season</p>	<ul style="list-style-type: none"> Is the figurehead of the Club and shall uphold and promote the club's values and mission. Understand and adhere to the governance structure and constitution of the organisation. Co-ordinates the operating functions of the club in consultation with other committee members, paid administrative staff and the Board of Directors (NFA). Has a close working relationship with all Executive Appointed Position holders and NFA Liaison Director. Develop a long-term strategic plan for the club in alignment with the NFA and FNSW strategic plans and implement following Board approval. Work with the Executive Committee to ensure prudent financial management. Promote Local talent pathways for players and coaches. Convenes and chairs all club meetings. Represents the club at external meetings, including those with NEPEAN FA Clubs and Football NSW. Reports to the NEPEAN FA board. Works with other internal committees and staff to produce reports on behalf of the club. Assists with entry applications. Attends meetings with NFA and works with NFA Staff/Directors as required. Is part of the 5-person executive of the club. Executive positions have a 2-year tenure. 	<ul style="list-style-type: none"> Delivery of approved strategic and operational plans and goals contained within. Ensure compliance with relevant regulations and governance structures. Identify growth opportunities, partnerships, and initiatives. Develop and maintain relationships with sponsors and donors. Address and resolve conflicts within the club in a fair and transparent manner, whilst upholding the club's code of conduct and ethical standards. NFA Local player participation to be greater than 80% for each program. Strict delivery of approved budget and actively identify opportunities for improvement. 	<p>Representation from Executive will be in attendance either part/full day of each Leagues home games.</p> <p>Additionally, attendance at Executive Committee meetings is required.</p>

<p>Secretary</p> <p>Applications open now for 2025-26 season</p>	<ul style="list-style-type: none"> • Communicates and works with paid Admin Assistant in all facets of the Club. • Has a close working relationship with Chairperson/President and Financial Officer Acts as minute recorder at all club meetings. • Understand and adhere to the governance structure and constitution of the organisation. • Has a close working relationship with all Executive Appointed Position holders and NFA Liaison Director. • Work with the Executive Committee to ensure prudent financial management. • Distributes correspondence and minutes as within club and to NFA as required. • Promote Local talent pathways for players and coaches. • Co-ordinates Club uniforms. • Co-ordinates Canteen Manager. Attends Committee Meetings • Co-ordinates Club Presentations. • Attends meetings with NFA and works with NFA Staff/Directors as required. • Is part of the 5-person executive of the club. Executive positions have a 2-year tenure. 	<ul style="list-style-type: none"> • Delivery of approved operational plans and goals contained within. • Ensure compliance with relevant regulations and governance structures. • Work with the Executive Committee to ensure prudent financial management. 	<p>Representation from Executive will be in attendance either part/full day of each Leagues home games</p> <p>Additionally, attendance at Executive Committee meetings is required.</p>
<p>Financial Officer</p> <p>Applications open now for 2025-26 season</p>	<ul style="list-style-type: none"> • Attends to financial matters of the club in co- operation with Nepean FA accounts department. This may include accepting payments within an approved mechanism, follow up on bad debts, works with NFA staff and/or board to resolve financial issues within the club. • Prepares budgets for approval in consultation with NFC Executive for final approval by NFA Board • Ensure player fees are paid in time in accordance with fee payment timelines developed by the club. • Understand and adhere to the governance structure and constitution of the organisation. • Has a close working relationship with all Executive Appointed Position holders and NFA Liaison Director. • Work with the Executive Committee to ensure prudent financial management. • Promote Local talent pathways for players and coaches. • Assists in management of refunds. Reports to board on financials of club. Attends Committee Meetings. • Has a close working relationship with Chairperson/President and Secretary. • Attends meetings with NFA and works with NFA Staff/Directors as required. • Is part of the 5-person executive of the club. Executive positions have a 2-year tenure. 	<ul style="list-style-type: none"> • Provide draft budgets for Board approval, monitor financial performance against approved budget, and support fundraising initiatives. • Strict delivery of approved budget and actively identify opportunities for improvement. • Work with the Executive Committee to ensure prudent financial management. • Ensure compliance with relevant regulations and governance structures. • Develop and maintain relationships with sponsors and donors. 	<p>Representation from Executive will be in attendance either part/full day of each Leagues home games</p> <p>Additionally, attendance at Executive Committee meetings is required.</p>

<p>Female Football Co- Ordinator</p> <p>Not available in 2025. Available again in 2026</p>	<ul style="list-style-type: none"> • Advocates for the Female Football Programs within the club to ensure that the club maintains a strong focus on Female Football Development of players, coaches and leaders. • Understand and adhere to the governance structure and constitution of the organisation. • Has a close working relationship with all Executive Appointed Position holders and NFA Liaison Director. • Work with the Executive Committee to ensure prudent financial management. • Promote Local talent pathways for players and coaches. • Works with and is the Committee point of contact for Female Football Convenor, Female team coaches & HOP. • As this is a new role, we expect that it will be expanded and developed in the first few years following its implementation. • Acts as a delegate and advocate for all Female Football teams at Nepean FC • Is part of the 5-person executive of the club. Executive positions have a 2-year tenure. 	<ul style="list-style-type: none"> • Implement strategies to attract and retain Female players. • Ensure compliance with relevant regulations and governance structures. • Work with the Executive Committee to ensure prudent financial management. • NFA Local player participation to be greater than 80% for each program. • Support and collaborate with the coaching and technical staff for Female player development. 	<p>Representation from Executive will be in attendance either part/full day of each Leagues home games</p> <p>Additionally, attendance at Executive Committee meetings is required.</p>
<p>Corporate & Community Partnership Co-ordinator</p> <p>Applications open now for 2025-26 season</p>	<ul style="list-style-type: none"> • Is responsible for the development and co- ordination of community partnerships with Nepean FA clubs, working towards the development of a strong and supportive relationship between NFC and member clubs of Nepean FA lifting the profile of both entities with each other. • Understand and adhere to the governance structure and constitution of the organisation. • Has a close working relationship with all Executive Appointed Position holders and NFA Liaison Director. • Work with the Executive Committee to ensure prudent financial management. • Promote Local talent pathways for players and coaches. • Ensures that Senior Player community commitments are on track and carried out. • Leads a team of volunteers within the club (including but not limited to Communications Manager, Social Manager, Sponsorship Co-ordinator, Presentations Manager etc) responsible for development of Sponsorship and Partnership opportunities for the club. • Ensures that the club s sponsorship responsibilities are met and that Sponsors expectations are being delivered. • Is part of the 5-person executive of the club. Executive positions have a 2-year tenure. 	<ul style="list-style-type: none"> • Ensure compliance with relevant regulations and governance structures. • Work with the Executive Committee to ensure prudent financial management. • Identify growth opportunities, partnerships, and initiatives. • Foster positive relationships with stakeholders, including members, sponsors, governing bodies, and the local community. • Manage media relationships and communications. 	<p>Representation from Executive will be in attendance either part/full day of each Leagues home games</p> <p>Additionally, attendance at Executive Committee meetings is required.</p>

<p>Communications Coordinator</p> <p>Applications open now for 2025 season</p>	<ul style="list-style-type: none"> To assist the executive committee in communicating internally and externally. This role requires the individual to be conversant with multiple platforms of popular communication including Facebook, Instagram, the club website and Team App. All external communication is to be viewed and approved by the executive committee prior to going live. All internal communication content is to be approved by the club secretary prior to going live. The Communications coordinator reports directly to the executive committee through the general committee forum. Meeting Monthly Feb to Aug with Executive Committee Non-Executive position with a one-year tenure. 	<ul style="list-style-type: none"> Ensure compliance with relevant regulations and governance structures. 	<p>Attends 1 Match Day & Meeting Monthly</p> <p>Attendance at all general committee meetings</p>
<p>Men's Football Convenor</p> <p>Applications open now for 2025 season</p>	<ul style="list-style-type: none"> First point of contact for all teams within their bracket. Co-ordinates admin for teams within the Senior Men's Team Receives & distributes information to Managers, Receives and distributes information from club Admin, Committee and/or NEPEAN FA. Communicates results via relevant platform Must attend match days for their group and be present at, at least one of two training sessions per week for teams in their group. Meeting Monthly Feb to Aug with Executive Committee Non-Executive position with a one-year tenure. 	<ul style="list-style-type: none"> Ensure compliance with relevant regulations and governance structures. 	<p>Attends Match Day</p> <p>Attends 1-2 Training nights</p> <p>Meets Monthly</p> <p>Attendance at all general committee meetings</p>
<p>Female Football Convenor</p> <p>Applications open now for 2025 season</p>	<ul style="list-style-type: none"> First point of contact for all teams within their bracket. Co-ordinates admin for teams within the Female programs. Receives & distributes information to Managers. Receives and distributes information from club Admin, Committee and/or NEPEAN FA. Communicates results via relevant platform Must attend match days for their group and be present at, at least one of two training sessions per week for teams in their group. Works closely with Female Football Co-ordinator. Meeting Monthly Feb to Aug with Executive Committee Non-Executive position with a one-year tenure. 	<ul style="list-style-type: none"> Ensure compliance with relevant regulations and governance structures. 	<p>Attends Match Day</p> <p>Attends 1-2 Training nights</p> <p>Meets Monthly</p> <p>Attendance at all general committee meetings</p>

<p>NPL Youth League Convener</p> <p>Applications open now for 2025 season</p>	<ul style="list-style-type: none"> • First point of contact for all teams within their bracket. Co-ordinates admin for teams within the Youth teams. • Receives & distributes information to Managers. Receives & distributes information to Managers, Receives and distributes information from club Admin, Committee and/or NEPEAN FA. Communicates results via relevant platform Must attend match days for their group and be present at, at least one of two training sessions per week for teams in their group. • Meeting Monthly Feb to Aug with Executive Committee • Non-Executive position with a one-year tenure. 	<ul style="list-style-type: none"> • Ensure compliance with relevant regulations and governance structures. 	<p>Attends Match Day Attends 1-2 Training nights Meets Monthly</p> <p>Attendance at all general committee meetings</p>
<p>AYL Youth League Convener</p> <p>Applications open now for 2025 season</p>	<ul style="list-style-type: none"> • First point of contact for all teams within their bracket. Co-ordinates admin for teams within the Youth teams. • Receives & distributes information to Managers, Receives and distributes information from club Admin, Committee and/or NEPEAN FA. Communicates results via relevant platform Must attend match days for their group and be present at, at least one of two training sessions per week for teams in their group. • Meeting Monthly Feb to Aug with Executive Committee • Non-Executive position with a one-year tenure. 	<ul style="list-style-type: none"> • Ensure compliance with relevant regulations and governance structures. 	<p>Attends Match Day Attends 1-2 Training nights Meets Monthly</p> <p>Attendance at all general committee meetings</p>
<p>JDL Convenors (MJDL & GJDL)</p> <p>Applications open now for 2025 season</p>	<ul style="list-style-type: none"> • First point of contact for all teams within their bracket. Co-ordinates admin for teams within the Junior Development Leagues. • Receives & distributes information to Managers, Receives and distributes information from club Admin, Committee and/or NEPEAN FA. Communicates results via relevant platform Must attend match days for their group and be present at, at least one of two training sessions per week for teams in their group. • Meeting Monthly Feb to Aug with Executive Committee • Non-Executive position with a one-year tenure. 	<ul style="list-style-type: none"> • Ensure compliance with relevant regulations and governance structures. 	<p>Attends Match Day Attends 1-2 Training nights Meets Monthly</p> <p>Attendance at all general committee meetings</p>

<p>General Committee Positions (3-5 needed)</p> <p>Applications open now for 2025 season</p>	<ul style="list-style-type: none"> • General committee members are engaged to provide flexible levels of support to the club and executive committee. No specific or set focus areas are set until initiatives are identified through consultation in general committee forum. • Tasks as assigned may include match day duties. Assist Executive Committee with work overloads and/or project work as required. • Help coordinate fundraising ventures. Facilitate presentations • Help co-ordinate, pack and distribute gear. Other duties as identified by the board. • General Committee Position holders will be required to attend NFC Committee Meetings, but may not need to attend all meetings held monthly Feb to Aug with Executive Committee • Non-Executive position with a one-year tenure. 	<ul style="list-style-type: none"> • Ensure compliance with relevant regulations and governance structures. 	<p>Attends 1 Match Day & Meeting Monthly</p> <p>Attendance at all general committee meetings</p>
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