



Participation and Engagement Officer

(Full Time Position)

Guam Football Association

230 Harmon Loop Road, Dededo, Guam

ABOUT US: www.guamfa.com

GFA is looking for a highly-motivated and passionate Participation and Engagement Officer to play a pivotal role in developing and delivering successful grassroots and special event programs throughout the year and across the island.

You will be an integral part of developing and executing specific goals and objectives of the **GFA Strategic Plan 2023-2026 “Growth Planning for the Next Generation”**.

What We Offer

- Full-time work (40 hours per week), with flexible schedules depending on load;
- Competitive salary (depending on experience);
- Training and development opportunities;
- Become part of a supportive and friendly team;
- An opportunity to make a difference in the lives of vulnerable young people in Guam while enticing a healthy lifestyle for the adults;

Job Summary

As Participation and Engagement Officer, you will:

- Increase participation in various areas with effective recruiting and retention plans;
- Plan and deliver football sessions within a school and community environment to engage boys and girls to participate in the program;
- Plan and deliver football festivals, tournaments, and school activities;
- Build and support relationships with external partners who provide multisport activities;
- Plan and deliver special events that aim to increase awareness and promote a healthy lifestyle while achieving key performance within the strategic plan;
- Develop Grassroots Strategic Plan (4 years) that will aim to reach the next charter status within the AFC Grassroots Charter;
- Provide advice, guidance, and support to vulnerable young people, which may include mentoring and training to increase awareness and promote positive action;
- Report to the Football Event Manager on the achievement of a series of key performance indicators and general updates for each program;
- Liaise regularly with other GFA colleagues as well as Primary Schools, NGOs, Government Agencies, and Clubs to share good practices and attend regular meetings to promote cross-



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working at all times;

- Quality assurance of sessions, making sure the programs' and events' safeguarding guidelines are in place, and all compliance measures are enforced;
- Liaise with the Communications Team regularly to increase the profile of the various programs and seek new ways of attracting new participants through all social media outlets, creating case studies to measure the impact of the programs;
- Create good links between schools and grassroots teams across the island;
- Attend regular meetings and courses for continuous professional development;
- Update quarterly on key objectives and performance indicators as per GFA Strategic Plan;
- Support special events throughout the year, including match days and special events outside the current position's capacity.

Person Specification

As a successful candidate, you will:

- Have knowledge and experience in sports development and event management, with a proven track record of achievement;
- Possess a coaching qualification at GFA D or above (AFC C or equivalent preferred);
- Have experience within the football environment;
- Have a passion for developing participation;
- Have knowledge about delivering or coordinating projects which seek to increase participation;
- Have basic knowledge of safeguarding reporting processes and procedures, and be able to recognize safeguarding concerns and report appropriately;
- Have experience working to tight deadlines without close supervision;
- Be self-motivated and able to work well within a team;
- Have excellent communication/presentation skills, both written and verbal;
- Be able to manage partnerships effectively and concisely so that external partners are satisfied with our work;
- Have excellent interpersonal skills and the ability to interact with all levels within GFA, the clubs, schools, and high-level outside contacts;
- Have a working knowledge of Microsoft Office, PowerPoint & Excel;
- Be available to work some evenings and weekends.

Closing Date: Please apply by 21 October 2022 5pm (earlier applications encouraged)

Submit Resume/CV to: joe.cepeda@theguamfa.com

Interview Dates: To be coordinated with the applicant

Start Date: November 2022 preferred

If you have any questions or would like to arrange an informal discussion about the role, please contact joe.cepeda@theguamfa.com.



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