Women Program Officer Terms of Reference

The Program Officer in Football is responsible for planning, implementing, and overseeing football programs, projects, and activities within the organization. This role focuses on the technical and logistical execution of football-related initiatives and ensuring that all programs run smoothly.

1. Develop and deliver programs that reflect the Strategic Goals of Women's Football while working closely with relevant stakeholders and or personnel. Conduct programs in accordance with our Safeguarding policies and the Procedures of the Federation.
   Lead, communicate, collaborate and coordinate with the various departments on program and project implementation.
2. Facilitate workshop and conferences and draft reports and proposals.
3. In conjunction with the Women's Department, provide long-term vision, strategic direction and appropriate planning aligning with the project and the Strategic Plan.
4. Develop a detailed plan: monthly, quarterly, and yearly coordination with the HoD. Communicate with FIFA, AFC and any other external stakeholders. Shall be involved in managing all aspects of programs and projects such as the responsible team, schedule and budget.
5. Shall establish performance measures, collect and analyse the data, evaluation of the programs and use the information for decision making, resource allocation and future programs.
6. Prepare program reports
7. Provide leadership and establish and maintain good working relations with all involved in the program.
8. Conduct research and explore new opportunities for the Women's Department.
9. The Program Officer should report directly to the HoD.
10. Meet the KPIs set out by the HoD.

Women Development Officer, Terms of Reference

The Women's Football Development Officer will lead initiatives to grow and develop women's football, ensuring inclusivity, participation, and the creation of pathways from grassroots to elite levels.

1. Develop and implement strategic programs for the growth of women's football.
2. Support grassroots football by increasing female participation at community, school, and club levels.
3. Work closely with local clubs, schools, and federations to establish development pathways.
4. Organize women's football competitions, tournaments, and talent identification programs.
5. Develop and implement development programs for women.
6. Promote and advocate for gender equity within football structures.
7. Monitor and evaluate the impact of women's football programs and report progress to the management/technical director.
8. Assist in securing sponsorship and funding for women's football initiatives.
9. Collaborate with media and marketing teams to enhance the visibility of women's football.
10. Represent the organization in relevant meetings, workshops, and conferences on women's football development.
11. Meet the KPIs set out by the HoD.

Night Guard, Terms of Reference

The primary objective of the Night Guard is to safeguard the premises and ensure a peaceful and secure environment during the night. The Night Guard is responsible for monitoring security systems, performing routine checks, and acting promptly in case of emergencies.

1. Monitor and control access points to ensure only authorized personnel are on-site.
2. Conduct regular patrols around the premises, including all entry and exit points, to detect any suspicious activity or security breaches.
3. Ensure all security equipment (alarms, CCTV, etc.) is functioning properly and report any malfunctions.
4. Respond quickly and efficiently to any emergency situation, such as fire, theft, or medical emergencies.
5. Record daily activities and any unusual occurrences in a logbook.
6. Assist in the coordination with local law enforcement or emergency services if required.
7. Ensure that all lights and other security measures are operational before the end of their shift.

8. Report any maintenance issues to the supervisor immediately.
9. Maintain a high level of vigilance and professionalism during the shift.