



**AFC
WOMEN'S
ASIAN CUP
AUSTRALIA
2026™**

Position Description COO Office Project Coordinator

Overview	
Title	COO Office Project Coordinator
Department	COO Office
Location	Sydney
Reports To	Executive Officer to the COO
Work Type	Full-Time Fixed Term Contract
Hours/Days Per Week	37.5 hours a week

Accountability	
Number of direct reports	0
Number of indirect reports	0
Budget responsibility in \$	0

About Us
<p>The Asian Football Confederation (AFC) has awarded Football Australia hosting rights for the 2026 edition of the AFC Women's Asian Cup™ (WAC26). Having co-hosted the best-ever edition of the FIFA Women's World Cup™ in 2023, Australia will host the Continent's premier women's national team for a second time in history having also staged the 2006 edition of the AFC Women's Asian Cup™.</p> <p>This prestigious event will bring together 12 nations in a tournament structured into three groups of four. Following the resounding success of last year's FIFA Women's World Cup™, Football Australia, its stakeholders and partners are eager to create another tournament that celebrates women's football, delivers legacy outcomes for football and Australian society more broadly.</p> <p>A Local Organising Committee (LOC) has been established for the sole purpose of delivering the 2026 edition of the AFC Women's Asian Cup™ in Australia.</p>
Our Culture & Values
<p>AFC Women's Asian Cup is built on a foundation of inclusivity, respect, and unity, with a rich representation of both First Nations people and the diverse multicultural football community we proudly serve. We are united in our mission to deliver exceptional experiences for players, fans, and all those who are part of our journey. As one team, our strength lies in the trust we place in one another and the broader football family. Excellence drives everything we do, as we strive to create lasting opportunities that contribute to our Legacy 26 and elevate the global game.</p> <p>We strive to achieve this by embodying our core company values, which include:</p> <ol style="list-style-type: none"> 1. Inclusive 2. United 3. Trust 4. Excellence
Background & Purpose of the Role
<p>The role is responsible for providing administrative, coordination and relationship support to enable;</p>

- The smooth running of the **LOC Sydney HQ premises** – ensuring smooth management of office operations, overall staff experience within the office, manage deliveries and key stakeholders involved in the LOC premises.
- Effective functioning of the **LOC Chief Operating Officer (COO) Office** throughout all Tournament phases
- Effective functioning of the **LOC Executive Leadership Team (ELT)** throughout all Tournament phases

The role will support collaboration with the AFC and the Football Australia (FA) CEO Office to support the coordination of events, manage VIP guests, and support the LOC COO Office to enhance collaborative processes, contributing to the Tournament's success and enduring legacy for football.

This is a fixed term contract-based role, at LOC HQ in Sydney.

Role Responsibilities

Throughout all stages of the Tournament lifecycle the COO Office Project Coordinator will be responsible for;

LOC Office Management

- Manage and update Office Guide.
- Act as the main point of contact for Level 1 with building management (Venues NSW) and establish strong relationships with office suppliers, sub-contractors – including overseeing repairs, maintenance, and deliveries, and coordinate with colleagues on other Levels.
- Oversee cleanliness and functionality of office spaces, kitchens, and meeting rooms.
- Manage supply orders for office and staff (stationery, printing, postage, consumables).
- Oversee daily office activities and support staff requirements.
- Coordinate weekly office supplies order and manage distribution.
- Arrange catering and allocate expenses in line with finance processes.
- Provide first-level support for office technology and liaise with IT providers as required.
- Managing purchase/organisation of office furniture and technology equipment.
- Ensure policies and procedures are adhered to regarding fire safety, first aid, training of fire wardens for Level 1.
- Organise internal and external meetings and video conferences and setting up and packing down rooms as required.

COO Office Support

- Maintain key date register / integrated calendar in collaboration with the Project Management Office (PMO).
- Support the COO Office with administrative tasks, data compilation, presentations, agendas and actions, including pre- and post-meeting communications.
- Manage and update SharePoint Hub, Office and Organisation Chart.

- Provide Event and Hospitality Management support.
- Assist in the development and maintenance of files, databases and contact lists.
- Support with the organization and agendas for the COO Stand-ups and LOC Town Hall Meetings and team offsite events.
- Provide diary and travel support to the EA to COO, including general administrative assistance.
- Reconcile receipts for COO Office credit cards and assist with management of the COO Office card in Airwallex.
- Arrange flights, accommodation, and travel logistics for COO Office, maintaining relationships with Stage and Screen and updating staff profiles.
- Support LOC Guest management program: Working closely with the FA CEO Office and LOC Event and Tournament Operations Team to support the COO Office with VIP guest lists, administrative and hospitality requirements for all official functions and events associated with the Tournament.
- Work closely with the FA/LOC Board Members in readiness for all Board Meetings and official Tournament functions.
- Support with the organization of Business-to-Business events, sourcing venues, logistics and F&B.

ELT Support

- Support ELT with administrative tasks, data compilation, presentations, agendas and actions, including pre- and post-meeting communications.
- Reconcile receipts for ELT credit cards and assist with management of the ELT cards in Airwallex.
- Arrange flights, accommodation, and travel logistics for ELT, maintaining relationships with Stage and Screen and updating staff profiles.
- Provide administrative support to ELT members as required, including scheduling meetings, events, and room bookings.
- Assist in organising AFC inspections, events, run sheets, info packs and tours as required.

Other duties as required.

Role Outcomes/ Deliverables

- Level 1 Office project managed to completion and within budget
- Building lease requirements are managed efficiently and cost efficiencies are identified
- LOC office environment is managed in a manner that represents FA values
- LOC COO Office runs smoothly
- LOC ELT functions effectively, ensuring focused agenda and momentum following meetings and ELT touchpoints

Major Interactions

- Broader FA and WAC26 functions
- WAC26 Staff, FA/LOC Board Members and FA CEO Office

- Asian Football Confederation (AFC)
- Venues NSW
- Facilities suppliers
- External guests
- Stage & Screen
- Contractors

Knowledge, Skills, And Experience

Essential

- Previous experience in an administrator or office project role
- Advanced communication skills, written and verbal
- Demonstrated experience using the Microsoft Office suite
- Ability to effectively multitask
- High level of logistical and organisational skills
- Ability to scope and manage projects
- Experience managing office move and relocation projects
- Multitasking activities simultaneously and proactively managing contingency scenarios
- Inspirational and motivational individual to assist with creating a motivated and happy team environment
- Great relationship builder with an ability to uphold professional standards
- Ability to manage multiple tasks within tight timeframes in a rapidly changing environment
- Demonstrate a high level of integrity and discretion
- Ability to work autonomously but collaboratively in a team
- Professional attitude with a bubbly and friendly personality
- Great attention to detail

Desirable

- Understanding of local and global football, passion for football
- Experience in managing projects
- Experience with the following systems / products;
 - Airwallex
 - ApprovalMax
 - SAP
 - WeTrack
 - Microsoft SharePoint
 - Canva

Unique Criteria

The following selected items identify the requirements of the role;

- ☒ Out of hours and weekend work
- ☒ Intra and/ or Interstate travel
- ☐ International Travel
- ☐ Significant periods of work away from home

☐ Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation

Additional Requirements

To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role;

- ☒ National Police Check
- ☒ International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)
- ☒ Full working rights in Australia
- ☒ Working with children check (paid/ employee) or state- based equivalent
- ☐ Working with children check (volunteer) or state- based equivalent (volunteer roles only)