



# Soccer Nova Scotia

## Director of Soccer Development

Soccer Nova Scotia is now accepting applications for the Director of Soccer Development. Join us to help develop and grow the game of soccer in Nova Scotia. We are looking for an energetic and dedicated individual who is passionate about the impact of sport in Nova Scotia and beyond. If you are a strategic thinker and ambitious individual, passionate about soccer development and want to mark your impact and apply your knowledge at one of Atlantic Canada's largest provincial sport organizations, we are looking for you!

Soccer Nova Scotia is a mission-driven organization that values respect, inclusion, innovation, quality, integrity, equity, and diversity. We are looking for a highly motivated, strategic thinker to oversee our development department as we continue to advance soccer in Nova Scotia.

### POSITION OVERVIEW

Soccer Nova Scotia's Director of Soccer Development is a crucial member of Soccer Nova Scotia's Executive Leadership Team. The position will oversee and lead the development department as the lead voice for all soccer development programming. Reporting directly to the Executive Director, the Director of Soccer Development is responsible for the department's soccer development strategy, technical leadership, planning, implementation, and management of all staff and programs within the development department. This position is accountable for ensuring alignment with Canada Soccer's Club Licensing, Player Development, Coach Education and High-Performance Programs.

### GENERAL RESPONSIBILITIES

#### Strategic Leadership

- Responsible for the preparation and monitoring of the annual and multi-year technical development plans as they relate to Coach Education, Player Development, Club Development, and Canada Soccer's Club Licensing initiatives for inclusion in the

Association's annual planning process, in consultation with staff and the Soccer Development Committee and in alignment with strategic goals set by SNS.

- Facilitate seamless cross-functional communication with the SNS Executive Leadership Team to effectively drive organization-led strategic and operational initiatives.
- Foster strategic partnerships with community, provincial, and national stakeholders to elevate SNS's visibility.
- Lead the technical strategy, presentations and discussions within the membership and contribute to annual business planning, strategic planning, and corporate initiatives in alignment with Canada Soccer's technical strategy.
- Contribute to developing, implementing, and managing policies, systems, procedures, and standards to help SNS fulfill its mission, vision, and strategic objectives.
- Lead the development and maintenance of a culture that enhances SNS's ability to attract and retain quality employees and partnerships to achieve operational success.
- Lead, develop, support, mentor and manage the soccer development staff to ensure strategic implementation and accountability of membership, technical programming and service execution.
- Manage employee development programming and performance evaluations.
- Prioritize work in alignment with SNS's goals and make decisions in the context of the organization and its environment.
- Participates in all National Technical Committee Meetings, communicates, develops, and implements strategic initiatives based on the National framework.
- Liaise with the Canadian Sport Institute Atlantic, Sport Nova Scotia and CCTH as the Soccer Nova Scotia Technical Director in the Technical Leadership Employment Program (TELP) contact.
- Offers guidance and expertise to other Operational Committees as required.
- Support the Executive Director in a variety of community and government relations initiatives.

## **Member Services**

- Directs and oversees the operations of all Soccer Nova Scotia player, coach, and club development programs (including grassroots, performance, learning facilitator, coach education and club licensing programs).
- Chairs, leads and supports the Soccer Development Committee and its subcommittees.
- Provides management, training, and mentorship to the soccer development staff to ensure operational excellence.
- Ensures adherence to provincial coaching standards and Canada Soccer's Safe Sport Roster.
- Manage operations for Canada Soccer's C Diploma and Grassroots Coach Education Courses.
- Develop and implement strategies to enhance player development and foster inclusivity.
- Works with clubs and regions to provide professional advice regarding technical strategy, professional development, certification, and ongoing opportunities for growth within their communities.
- Oversee the planning, implementation, execution, and evaluation of special projects.

- Provide the Executive Director with frequent comprehensive reports on the status of strategic initiatives of programs, services, and special projects.
- Consistently review and evaluate current programming to find efficiencies and opportunities to develop new initiatives that support the organization's strategic direction.

### **Financial Management**

- Develops, manages and executes annual and multi-year budgets and operating plans for the soccer development department in relation to the technical strategy, operational plans and SNS's strategic goals.
- Conduct research to identify potential funding opportunities and strategic partnerships to support departmental and organizational goals.
- Provide the Executive Director with ongoing status reports regarding funding proposals and strategic partnerships.
- Work with the Executive Director and appropriate staff to develop, monitor, and oversee the financial management of all program budgets.

### **QUALIFICATIONS:**

#### **Education and Designations**

- Relevant post-secondary degree with a minimum of five (five) years' management experience or an equivalent combination of education and experience
- A minimum of a Canada Soccer National B Diploma/ Youth License or satisfactory equivalent
- Master Learning Facilitator (MLF) status with Canada Soccer or an ability to acquire MLF status within two years of employment start date
- Clear Vulnerable Sector and Criminal Record Check
- Valid Driver's License

#### **Knowledge, Competencies, Experience and Required Skills**

- Experience in a senior technical position with a club, provincial (or equivalent) or national soccer association.
- Experience in creating, implementing, and evaluating multi-year development plans for grassroots through to high-performance programs.
- Knowledge of current provincial challenges and opportunities relating to the SNS's mission.
- Experience working with and leading volunteers in a not-for-profit environment.
- Superior written and verbal communication skills, including strong presentation and public speaking skills. Skilled in writing plans, proposals, and presentations.
- Ability to work with minimal supervision and capable of multitasking in a high-paced environment.
- Proven ability to manage, conflict resolution, mediation, and relationship building with stakeholders.
- Excellent time management and organizational skills.
- Strong understanding and a proven track record of operational planning, budgeting, and people management.

- Proficient in the use of general business technologies, databases, and computer platforms
- Demonstrates high energy level, commitment, and passion for learning facilitator, technical director, coach and player, and education/development.
- Understanding of formal assessment methodology, evidence-based decision-making, and managing organizational change.
- Knowledge of the Canadian Sport for Life's Long-Term Player Development Model, the Canadian youth sport landscape, and program development theory within dynamic environments.
- Ability to create and sustain partnerships/relationships with key stakeholder groups and handle varying personalities.
- Adaptability and interpersonal skills; a team player capable of collaborating with other department leaders and stakeholders.
- High levels of personal integrity, strong work ethic, and flexibility to work off-business hours such as evenings and weekends.
- Understanding of planning and communication theory as it pertains to community sport development.
- Ability to manage multiple projects simultaneously within different scopes.
- Ability to deliver presentations to stakeholders, membership, external partners, vendors, and internal staff.

**Note:** Please note that this job description provides a general overview of the work expected of the incumbent. It is not intended to be an exhaustive list of all required duties and responsibilities. The incumbent may be requested to perform other tasks or duties that are assigned to them from time to time. This job description is subject to change during the annual review process and may be modified as needed.

**Compensation:** This is a full-time position with an annual salary and benefits based on experience.

Interested applicants should email their resume and cover letter to [opportunities@soccerns.ca](mailto:opportunities@soccerns.ca) by 5 PM, March 13, 2024. Please reference "Director of Soccer Development" in the subject of the email. Only those selected will be contacted.