



***Kanga Cup Workforce – Referee Appointments Officer***  
**July 2025**

<b>Position</b>	Kanga Cup Referee Appointments Officer
<b>Reports To</b>	Head of Referees –Lucy Griffin Referees Manager – TBC
<b>Company</b>	<p><b><u>Capital Football</u></b></p> <p>The governing body of football in the Australian Capital Territory and a member of the national association, Football Federation of Australia.</p> <p><b><u>Kanga Cup</u></b></p> <p>The Kanga Cup is the largest youth football tournament in the Southern Hemisphere, attracting over 350 teams from Australia and overseas. It is conducted in July over a week in Canberra. The Kanga Cup was also presented with the 2017 Minister for Sport and Recreation’s Award for Event Excellence.</p>
<b>Overview</b>	The role will be conducted 1 month prior and during the week of Kanga Cup 14th – 18th July. The Kanga Cup Organising Committee (KCOC) will also provide successful candidates with an information session and training before the event.
<b>Key Responsibilities</b>	<p>This role is the first point of contact for all referee appointment enquiries a month prior and during the week of Kanga Cup. The primary tasks will centre on communications, people management, time management and delegation.</p> <p>Specific tasks include:</p> <ul style="list-style-type: none"> <li>• Develop and maintain the Tournament Referee database.</li> <li>• Allocate Match Officials into appointment panels based on their qualifications, experience and age.</li> <li>• Draft the group stage appointments prior to the Tournament commencing.</li> <li>• Liaise with the Head of Referees when drafting appointments to finals matches.</li> <li>• Communicate the appointments and any appointment changes to Referees, Referee Coaches and Referee Coordinators as soon as possible.</li> <li>• Liaise with Match Officials and Referee Coordinators as necessary.</li> </ul>



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<b>Ideal Candidate</b>	<p>To be successful in the role, you must be able to demonstrate the following:</p> <ul style="list-style-type: none"><li>• Good computer skills – Microsoft Word &amp; Microsoft Excel.</li><li>• Good verbal communication and customer service skills.</li><li>• Ability to take initiative and problem solve.</li><li>• Ability to work with minimum supervision.</li><li>• Good interpersonal skills and the ability to work well with others, particularly new people.</li><li>• ACT Working with Vulnerable People Check or have the ability to obtain one.</li><li>• A valid drivers licence.</li><li>• Experience in officiating is preferable.</li></ul> <p>To register your interest, follow the link here: <a href="https://kangacup.com/kc2020/join-kc-team/">https://kangacup.com/kc2020/join-kc-team/</a></p>
<b>To Apply</b>	<p>To apply for this role, please send your resume to <a href="mailto:referees@kangacup.com">referees@kangacup.com</a> and for more information contact us at (02) 6189 2216.</p>