

Terms of Reference for Asst. Program Officer (Club Licensing cum Team Manager - RTC FC)

The club Licensing cum Team Manager has the key role to ensure that the club meets all the AFC and BFF Club Licensing requirements and maintains compliance with relevant regulation and to oversee the football team operations and administration to RTC FC office.

Responsibilities:

- Lead and manage a team
- Set team goals and objectives that are aligned with the RTC FC goals
- Be responsible for the licensing process management ensuring the requirements are met and deadlines are adhered to.
- Maintain up to date record and documentation related to the club licensing process, including financial report and infrastructure details and personal information.
- Act as the primary point of contact between the club and AFC/BFF officials, ensuring clear and effective communication.
- Be completely responsible for compliance monitoring by regular review and audit club practices to ensure ongoing compliance with AFC/BFF regulations.
- Prepare and submit all the required reports and documentation to the AFC/BFF on time.
- Maintain proper and systematic *documentation for RTC FCs - related to AFC, BFF, player details, etc. on google drive (*players contracts, stock registers/inventory, minutes of meetings, players leave records with AAD, financial records, SSD related documents)
- Provide support and guidance to team members whenever necessary and ensure that team members are collaborating and communicating effectively
- Create a positive and engaging work environment that motivates team members to perform at their best
- Maintain communication with senior management to keep them informed of team progress and any issues that arise
- Take up any other works assigned by the Head Coach