



Grassroots Football Assistant Manager

Established in 1914, the Football Association of Hong Kong, China Limited (HKFA) is the national sports association for football in Hong Kong. We are committed to enhance football development in Hong Kong. Over the past years, HKFA has been effective in broadening the base of participants and expanding various development programmes on community football covering grassroots and youth football, women's football and futsal. We provide coaching education and referee training courses to increase the supply of qualified coaches and referees to support player development and improve the standards of refereeing. We also organize football leagues, local and international competitions.

Based on the solid groundwork laid in the past years, the continual collaborations with football stakeholders as well as funding support from the FIFA, AFC, the Government of the HKSAR, the Hong Kong Jockey Club and other sponsors, we keep moving in the right directions for the implementation of our new HKFA five year strategic plan, namely "[The Vision 2025 Strategic Plan](#)", which the major goals identified vary from increased participation opportunities for all, viz. "Football for Everyone" to a long-term target of a Hong Kong, China men senior team going to the FIFA World Cup in 2034.

Our future success depends on the diverse talent and performance of dedicated employees. We now call for applications to fill this position which is under the Technical Development Department in the organization structure of HKFA. Reporting to the Grassroots Football Manager, the appointee will be responsible for developing, organizing, managing and reviewing grassroots football in Hong Kong. There is a particular focus on youth and schools football programmes.

Job Descriptions

- Design, administer, organize, implement and evaluate grassroots, youth, school and elderly football development programmes in conjunction with various stakeholders including districts, schools, NGOs and sponsorship.
- Assist to collaborate with key stakeholders.
- Assist to run Workshops / Seminar for District Coaches.
- Oversee:
 - Event development such as competitions, carnivals, and Fun Days.
 - Responsible to managing the subordinate.
 - Assist the Technical Development Department in maintaining quality control of coaching applications within the Districts and Regions based on Hong Kong Coaching Curriculum.
 - Providing feedback to coaches regarding implementation of coaching standards and structure with Districts and Regions.
- Assist to liaise with District Organizations and Schools in assessing and implementing programmes.
- Work with other HKFA Departments and external stakeholders in matching the needs of the programme with the availability of football facilities.
- Produce monthly report on grassroots programmes and activities and report to Government, LCSD and sponsorship and present report findings at regular external stakeholder meetings.
- Work with the Marketing Team to maximize commercial revenues and sponsorship.
- Work with the Women's Football Manager and Futsal Manager to ensure a coordinated approach to football development.
- Assist to manage and control the administration of District supervisor and coach payment system, including submission of timesheets in timely manner and subsequent checking and processing before submission to HKFA finance department.
- Assist to prepare grassroots budget and to provide constant monitoring to reduce expenditure and maximize income generation of all grassroots programmes.
- Establish innovative and new programs and activities.
- Perform such other duties and responsibilities as reasonably instructed by the immediate supervisor from time to time.

Qualifications and Experience

- Bachelor's degree in sports management, business administration, or above.
- Possesses at least 3 years' managerial experience leading a section in a large-scale organisation.
- At least 5 years of involvement in sports, project or administrative management (preferably in Hong Kong).
- Understanding of the sport structure would be beneficial.
- Outstanding sports knowledge, management and administrative experience in implementing and quality control of large-scale grassroots football coaching systems including SSG would be beneficial.
- Excellent communication, IT skills and delivery of sports resources.
- Leadership ability and people management skills
- Highly motivated and able to work independently.
- Able to manage individuals and groups.
- Able to work irregular and long hours.
- Proficient in written and spoken English and Chinese

The successful candidate will be offered on a contract term employment. Starting salary will be commensurate with qualifications and experience. Our employee benefits include Group Medical, Group PA, Life Insurance and Dental Insurance to the right candidate.

Interested parties please send full resume with present & expected salary and available date by "[APPLY NOW](#)" on or before 4 June 2026.

Please ensure that you have explored the following official link which lists the relevant instructions before making an application:

<https://www.hkfa.com/en/about-us/organisation/career>

We are an equal opportunity employer and welcome applications from all qualified candidates. Applicants not having heard from us within four weeks from the date of deadline may consider their applications unsuccessful.

The information provided by the applicants will be treated in strict confidence and will only be used for the purpose of considering your employment application.