

POSITION DESCRIPTION

POSITION TITLE	Club and Workforce Development Coordinator
RESPONSIBLE FOR	Providing Club and Workforce Development program support for all Volleyball WA activities in accordance with the Association values and policies
EMPLOYER	Volleyball WA (VWA)
REPORTS TO	Operations and Support Manager
EMPLOYMENT	Full time - Two year contract
SALARY RANGE	\$42,000 - \$44,000 (dependent on experience)
AWARD	Sporting Organisations Award 2010

Job Purpose

The purpose of the role is to coordinate, manage and administer club and people development activities. The role will implement the initiatives identified in the VWA Strategic and Operational Plans; providing development opportunities and support for all sectors of the sport.

Key Responsibilities

1. Coordination, management and administration of club development activities
 - Support affiliated Clubs, Regional Associations and Associate Members by;
 - Sourcing funding and grants and assisting with applications
 - Providing resources, knowledge and expertise and assistance with strategic planning, risk management, business / operational plans and inclusive club practices
 - Assisting in the organization of workshops, courses and forums and promotion of external education opportunities
 - Utilising technology to automate administration processes
 - Undertaking Club Health Checks
 - Developing and introducing a club induction program
 - Review and coordinate the annual VWA affiliation process
 - Support the establishment of new Volleyball WA affiliated Clubs and Associations
 - Provide operational level support to the Indoor Beach Federation
 - Plan and coordinate the VWA Annual Clubs Conference
2. Coordination, management and administration of people development activities
 - Oversee the delivery of the Accessible Education project for regionally based Volleyball Associations, Community Groups and Schools, including;
 - Delivery of education workshops and courses
 - Upskilling of Presenters
 - Development and support of education hubs
 - Plan and implement an annual education calendar for courses, clinics, presentations and related activities
 - Guide coaches and referees through the Volleyball Australia Coach and Referee Education Courses and Accreditation processes

- Review and develop Teacher Professional Development opportunities and resources
 - Develop and deliver volunteer development and retention programs, training and activities
3. Line manager and support the VWA Course Presenter network
 4. Game and Club Development administration including:
 - Managing data within the Volleyball WA CRM
 - Production of content for social media and communication forums
 - Monitoring of activity and course budgets
 - Data collection and production of monthly reports
 5. Executive Officer support to the:
 - VWA Coach Committee
 - VWA Referee Committee

Key Performance Indicators

To perform competently in this position the incumbent will be expected to demonstrate capability, skills and experience in the following areas;

- **Customer Service**
Show excellent interpersonal skills, build positive relationships and work collaboratively with stakeholders from a range of diverse backgrounds, including Clubs, Associations and community groups.
- **Communication**
Demonstrate exceptional communication skills, both verbal and written, including the development of reports and resources. Act as the primary source of information and knowledge for club and people development activities and document and share this information and knowledge effectively with internal and external stakeholders.
- **Organisational Skills**
Display a high level of organisational skills, including managing priorities and meeting deadlines.
- **Administration Skills**
Display a high level of administration skills, including the ability to manage budgets. Ensure that business, financial and risk management processes are adhered to, and that all decisions made and actions taken are in the best interest of Volleyball WA.
- **Technical Skills**
Demonstrate effective use of Microsoft office and Information Communication Technology applications, including the Volleyball WA CRM.
- **Team Participation**
Be an active and enthusiastic member of the Volleyball WA staff team and the Volleyball WA wider community. Undertake line management responsibilities and demonstrate personal responsibility for upholding the Association's values.
- **Work Quality**
Take personal responsibility for the quality of work completed, including timely delivery and accuracy of information. Be flexible in the hours to achieve successful completion of tasks.
- **Continuous Improvement**
Demonstrate creative and innovative ways to engage with, and increase the capacity of clubs and the volleyball workforce.



Application Process

Applications must follow the outline provided below to be considered;

- All applications must include the following;
 - Cover letter addressing the Key Performance Indicators
 - Current Curriculum Vitae, including referee detailsPreference will be given to those candidates that can demonstrate the following:
 - Experience in the sports industry or not-for-profit sector
 - Previous club development / education roles
- Applications must be submitted via email to operations@volleyballwa.com.au
- Applications close COB Friday 1st June 2018 – late applications will not be accepted

Please note: the preferred candidate will be required to complete a Working with Children's Check.

Queries

If you would like further information regarding this position please do not hesitate to contact;

Helen Shields - Operations and Support Manager, Volleyball WA

Email: operations@volleyballwa.com.au

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