



POSITION DESCRIPTION

POSITION TITLE	Places to Play Coordinator
RESPONSIBLE FOR	Delivery of the VWA Places to Play and Public Open Spaces Strategy and initiatives in accordance with the Association's values and policies
EMPLOYER	Volleyball WA (VWA)
REPORTS TO	Chief Executive Officer
EMPLOYMENT	Full time
SALARY RANGE	\$70 - \$75k - initial one year contract
AWARD	Sporting Organisations Award 2010

Job Purpose

The purpose of the role is to increase the number of places for people to play volleyball in Western Australia through various Places to Play initiatives. In doing so, also coordinate, manage and administer VWA 'Discover Volleyball' initiatives, including Casual Volley, Park Volley, Pool Volley and Social Volley. Reporting to the Chief Executive Officer, the role will work with key stakeholders to promote and implement the VWA Public Open Spaces proposal and provide facility development support and guidance to local governments and other facility providers. The role will also have line management responsibilities for the VWA Regional Development Coordinator network.

Key Responsibilities

1. Line Management for the VWA Regional Development Coordinator network:
 - Coordinator Regional Development - Peel and South West (Part-time position)
 - Coordinator Regional Development - Kimberley (Part-time position)

2. Manage current VWA venues and Places to Play;
 - Inner City Beach (West Perth) and Visko Park (Cockburn)
 - Volleyball poles on beaches (as per VWA Annual Report)
 - Support and assist VWA affiliated (Platinum, Platinum Regional and Gold categories) Clubs and Associations in regards to their venue and / or Places to Play requirements and future needs.

3. Liaison with key external stakeholders; including Local Governments, Parks and Leisure Australia (WA), Venues West, recreation centres, facility providers, universities, community groups and potential funding providers.
 - Promote and support the implementation of the Public Open Space Proposal
 - Provide support and advice in relation to facility and venue development
 - Stay abreast of potential funding opportunities and facilitate funding applications with facility partners

4. Implement the recommendations of the Places to Play Strategies.
 - Coordinate the roll out of Discover Volleyball programs in identified regions and the Perth Metro area (Casual Volley, Park Volley, Pool Volley and Social Volley)
 - Support clubs, associations, schools and community groups to develop and implement Discover Volleyball programs
 - Coordinate Public Open Space activations across the State
5. Review and evaluate the Places to Play and Public Open Spaces strategies and initiatives at regular intervals, providing reports to the VWA Board and other relevant stakeholders.

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 and Negotiation Skills**
Show excellent interpersonal skills, build positive relationships and work collaboratively with key stakeholders from a range of diverse backgrounds, including local governments, recreation centres, venue providers, universities, schools and clubs.
- **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 in regards to all of the activities outlined in the position description and document and share this information and knowledge effectively with internal and external stakeholders.
- **Organisational Skills**
Display a high level of organisational skills and a proven ability to manage priorities and meet tight deadlines. Including the ability to manage multiple projects concurrently, while effectively monitoring work of team members.
- **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. Take 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**

Show a commitment and active contribution to finding more efficient and effective ways to service to the volleyball community in WA. Demonstrate creative and innovative ways to provide participation and development programs, products and events for all members of the volleyball community.

Selection Criteria

- **Essential**

- A relevant tertiary qualification
- Experience of writing successful grant / funding applications
- Experience of Project Management
- Experience in the sports industry, not-for-profit sector and / or local government
- A positive attitude, great initiative and the ability to hit the ground running
- Current Western Australian Driver's Licence

- **Desirable**

- 2-5 years in a facility development / planning role

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 details
- Applications must be submitted via email to kuhl@volleyballwa.com.au
- Applications close COB Monday 2nd December 2019 – 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;

Robyn Kuhl

Volleyball WA

Email: kuhl@volleyballwa.com.au

Telephone: (08) 9228 8522