



POSITION DESCRIPTION

POSITION TITLE	Competition and Event Coordinator
RESPONSIBLE FOR	Providing operational support for all Volleyball WA competition and Event activities in accordance with the Association's values and policies
EMPLOYER	Volleyball WA (VWA)
REPORTS TO	State Teams and Events Senior Coordinator
EMPLOYMENT	Full time
SALARY RANGE	\$45,000 - \$50,000
AWARD	Sporting Organisations Award 2010

Job Purpose

The Competition and Event Coordinator is responsible for the planning, management and delivery of Volleyball WA events and competitions across all areas of the sport, including;

- Beach Volleyball
- Indoor Volleyball
- Indoor Beach Volleyball

Reporting to the State Teams and Events Senior Coordinator, the role will also implement the initiatives identified in the VWA Strategic and Operational Plans; providing quality opportunities for all sectors of the sport with a strong customer service orientation.

Key Responsibilities

1. Planning, management and delivery of the VWA competitions and events portfolio.
 - Develop a competition and event plan that is implemented across all allocated events and competitions
 - Plan and promote an annual events and competitions calendar, ensuring that there are opportunities available at every level
 - Organise, coordinate and deliver the Western Australian Volleyball League and Beach Tour
 - Produce operational plans for all competitions and events
 - Publish fixtures, programs, results and other related documentation
 - Liaise with the VWA Office and Administration Support Officer to book venues
 - Liaise with venue providers, sponsors, contractors and event personnel to ensure that WHS requirements are met and maintained
 - Organise Referees and Tournament Directors
 - Provide support to the State Teams & Event Senior Coordinator producing detailed proposals, budgets and summaries for events (e.g. timelines, venues, suppliers, staffing and financial information and paperwork)

- Liaise with the Communication and Marketing Coordinator to develop and distribute promotional and marketing material
 - Liaise with the Schools and Junior Development Coordinator to promote events and competitions to schools
 - Conduct post-event and competition evaluation or feedback (including data entry, analysis and producing reports for management, relevant stakeholders and partners)
 - Liaise with Volleyball Australia regarding Beach National Tour support
 - Produce reports as required
 - All other event management duties
2. Facilitate and monitor participation growth of the events and competitions portfolio and introduce new participation events and competitions as required.
 3. Provide support as required for other regional events and competitions.
 4. Maintain a venue register of facilities that are available for use for volleyball activities.
 5. Line manage and support Tournament Directors / Coordinators, Assistant Coordinators, Set-up Crew and Referees.
 6. Work with internal and external stakeholders to facilitate consistent communication and ensure events and programs are delivered in a consistent and professional way, that align with the Volleyball WA brand and marketing strategy.
 7. Executive Officer support to Volleyball WA Beach Committee.
 8. Other Duties
 - Attend events and represent Volleyball WA on various groups as required
 - Any other duties as directed by the Line Manager and CEO as required
 - Ensure compliance with Volleyball WA By-Laws and Regulations, and Volleyball WA Policies and Procedures

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 high level interpersonal and communication skills that allow effective, positive relationships at all times with all internal and external stakeholders.
- **Communication**
Demonstrate a high level of communication skills, both verbal and written, including the development of reports. Act as the primary source of information and knowledge for competitions and events 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
- **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 applications and Information Communication Technology, including the Volleyball WA CRM and competition management applications.
- **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**
Show a commitment and active contribution to finding more efficient and effective ways for the delivery and growth of the Volleyball WA competitions and events portfolio for the benefit of the Volleyball WA community.

Selection Criteria

- **Essential**
 - A relevant qualification
 - Experience of event management
 - Experience in the sports / event industry
 - A positive attitude, great initiative and the ability to hit the ground running
 - Current Western Australian Driver's Licence (manual)

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 participation@volleyballwa.com.au
- Applications close COB **Wednesday 4th March 2020** – 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;

Jackie Tamburri

Volleyball WA

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