

POSITION DESCRIPTION

POSITION TITLE	Development Coordinator
EMPLOYER	Volleyball WA (VWA)
REPORTS TO	Operations and Support Manager
EMPLOYMENT	Full time - Two year contract
SALARY RANGE	\$50,000 - \$55,000 (dependent on experience)
AWARD	Sporting Organisations Award 2010

Job Purpose

The purpose of the role is to coordinate and implement strategies, initiatives and programs to engage and strengthen club and people development opportunities for current and future members of Volleyball WA. The strategies, initiatives, and projects are outlined within the VWA Strategic and Operational Plans.

Key Responsibilities

1. Club Development and Engagement

- Work with Volleyball WA affiliated clubs and associations to help enhance their capacity and sustainability.
- Assist clubs to identify their needs, develop and implement strategies to meet those needs and identify sources of funding to support those needs.
- Develop and implement club communication and engagement strategies, including those outlined in the 2019 WA Volleyball League Review.
- Actively search for new clubs to affiliate with Volleyball WA and support them through the process.
- Create links between clubs, other organisations, and local councils.
- Support clubs and associations to apply for the different levels of the Good Sports Program.

2. Membership

- Plan, coordinate and review the annual VWA Club and Association member affiliation process.
- Assist current and future club and association members with the affiliation process.
- Plan, coordinate and review the annual VWA Individual Membership process.
- Track, evaluate and report on membership growth.

3. Events

- Lead and coordinate all aspects of the delivery of the Volleyball Club Conference, Lead Volley Camp, and coach/referee seminars or forums.
- Lead and coordinate all aspects of the Volleyball WA Annual Awards Night.

4. Education

- Lead and coordinate all aspects of the delivery of the Volleyball Australia Coaching and Referee accreditation courses.
- Monitor and support course candidates through the pre and post course requirements.
- Monitor, track and support coach and referee reaccreditations/renewals processes, updating and RPL's.
- Track, evaluate and report on the coach, referee and teacher accreditation growth.
- Plan, implement and review Teacher Professional Development opportunities and resources in the metropolitan and regional areas of Western Australia.
- Develop, implement and review strategies to engage current and potential presenters and assessors.
- Monitor and maintain a list of all presenters and assessors in the metropolitan and regional areas of Western Australia and implement a process for their appointment.
- Other actions as directed by Volleyball Australia.

5. Committees

- Oversee and provide Executive Officer support to the VWA Coach Committee and VWA Referee Committee by;
 - Develop and monitor yearly action plans based on the Volleyball WA Strategic Plan's Key Performance Indicators.
 - Producing agendas and minutes for all meetings.
 - Provide updates to staff, management and Board as required.

6. Administration

- Utilise technology to automate administrative processes.
- Managing data within the Volleyball WA CRM.
- Production of content for social media, club chat and other communication forums.
- Develop and monitor annual and activity budgets for all activities and projects.
- Yearly calendar planning.

7. Other

- Attend events and represent Volleyball WA as required.
- Provide updates and reports to the Line Manager, Management and Board as required.
- Produce case studies as required.
- Ensure compliance with Volleyball WA policies, processes and procedures.
- Visit and meet with metropolitan and regional clubs, associations and other stakeholders as required. This may include some evening and weekend times.
- Any other duties as directed by the Line Manager and CEO as required.

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 the 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;
 - A cover letter that includes addressing your experience of being able to deliver the key responsibilities outlined in the Position Description.
 - Current Curriculum Vitae, including referee details.
- Preference will be given to those candidates that can demonstrate the following:
 - Experience in the sports industry or not-for-profit sector.
 - Previous club development, engagement and or education roles.
- Applications must be submitted via email to operations@volleyballwa.com.au
- Applications close COB Wednesday 5th August – 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;

Ruth Gibbons - Operations and Support Manager, Volleyball WA

Email: operations@volleyballwa.com.au

Telephone: (08) 9228 8522