



POSITION DESCRIPTION

POSITION TITLE	Communication and Marketing Coordinator
RESPONSIBLE FOR	Delivery of the VWA Marketing, Communication and Stakeholder Engagement Strategy in accordance with the Association's values and policies
EMPLOYER	Volleyball WA (VWA)
REPORTS TO	Chief Executive Officer
EMPLOYMENT	Full time
SALARY RANGE	\$65,000 - \$70,000 - initial two year contract
AWARD	Sporting Organisations Award 2010

Job Purpose

The purpose of the Communication and Marketing Coordinator role is to support the VWA team in driving advocacy, membership and participation across all codes of volleyball while deepening audience engagement. Reporting to the Chief Executive Officer, the role will implement and revise the VWA Marketing, Communications and Stakeholder Engagement strategy to raise public awareness and support of the organisation, its work and mission.

Key Responsibilities

1. Implement the VWA Marketing, Communication and Stakeholder Engagement Strategy, including, but not limited to:
 - Marketing
 - Execute tactical campaigns to promote Discover Volleyball and other grassroots programmes
 - Create and execute creative and relevant integrated and digital marketing campaigns to raise VWA's profile and expand our participation and audience base in line with the organisation's Strategic Plan
 - Ensure all publicity material is representative of the VWA community
 - Review and increase the range of VWA merchandise (Volleyshop) and member benefits
 - Champion the VWA brand, ensuring signage, all collateral and key messages meet brand guidelines
 - Undertake market research initiatives and develop audience insights
 - Manage the marketing budget and provide reports as appropriate to VWA

- Communication
 - Execute VWA's digital communications activities including monthly e-newsletter (Volley-voice), social media platforms and the website
 - Create, manage and monitor all content for social media platforms to increase the VWA social media footprint and engagement in accordance with the VWA Strategic Plan
 - Report on data and analytics, making recommendations for future programmes based on the results.
 - Develop innovative ways to communicate key messages to existing and potential new stakeholders ensuring consistent branding and 'tone of voice'
 - Sponsorship and Member Engagement
 - Engage with Volleyball WA's existing membership base, including acquisition and retention of members
 - Manage and coordinate sponsors benefits and acquittal reports for existing partners of Volleyball
 - Acquire and negotiate new sponsorship opportunities for Volleyball WA
 - Ensure the ongoing promotion of sponsors and other funding bodies is incorporated into all marketing programmes as appropriate
 - Contribute to the delivery of the VWA Clubs Conference and other consultation forums
 - Assist with other events and launches as required
 - Liaise with media and other external stakeholders including writing of Press Releases
2. Review and evaluate the achievement of the KPI's from the Marketing, Communication and Stakeholder Engagement Strategy at regular intervals, providing reports to the VWA Board and other relevant stakeholders
 3. Provide expert advice and develop resources to support VWA staff and Clubs / Associations in relation to communication and marketing activities

Key Performance Indicators

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

- **Marketing Co-ordination**
Create, manage and rollout effective marketing strategies which align with business objectives and are in the best interest of Volleyball WA community
- **Communication**
Demonstrate exceptional communication skills, both verbal and written, including the development of content for e-newsletters, press releases and social media posts.

- **Customer Service**
Show high level interpersonal skills, build positive relationships and work collaboratively with key stakeholders from a range of backgrounds, including Volleyball WA Clubs, Associations and community groups. Experience with Customer Relationship Management software.
- **Organisational Skills**
Display a high level of organisational skills and a proven ability to manage competition priorities and meet tight deadlines.
- **Administration Skills**
Ensure 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 a high degree of proficiency in the use of Microsoft office, Information Communication Technology, graphic design applications (Adobe Creative Cloud) and social media platforms for marketing purposes.
- **Team Participation**
Be an active and enthusiastic member of the Volleyball WA staff team and the Volleyball WA wider community, acting as the primary source for communication and marketing strategies. Document and share this information and knowledge effectively where required with internal and external stakeholders. 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 for the delivery of Volleyball WA marketing, communication and stakeholder engagement initiatives. Demonstrate creative and innovative ways to increase and engage with members, including the execution of integrated marketing campaigns.

Application Process

Applications must follow the outline provided below to be considered;

- All applications must include the following;
 - 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 detailsPlease note, preference will be given to those candidates that can demonstrate the following experience:
 - A minimum of two years in a marketing / communications role
 - A relevant tertiary qualification
 - Experience in the sports industry or not-for-profit sector
- Applications must be submitted via email to kuhl@volleyballwa.com.au
- Applications close **COB Wednesday 9th September 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;

Robyn Kuhl

Chief Executive Officer

Volleyball WA

Email: kuhl@volleyballwa.com.au

Telephone: (08) 9228 8522