



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Community & Stakeholder Engagement Coordinator
<b>RESPONSIBLE FOR</b>	Delivery of the VWA Places to Play and Public Open Spaces Strategy and initiatives in accordance with the Association's values and policies
<b>EMPLOYER</b>	Volleyball WA (VWA)
<b>REPORTS TO</b>	Marketing & Communications Manager
<b>EMPLOYMENT</b>	Part Time
<b>SALARY RANGE</b>	\$50 K - one year contract
<b>AWARD</b>	Sporting Organisations Award 2020

### 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. The role supports our traditionally recognised indoor, beach and indoor beach volleyball codes plus the emerging 4<sup>th</sup> code – Park Volleyball. Park Volleyball relates to volleyball being played at parks, beaches, and potentially even public pools.

Reporting to the Marketing & Communications Manager the role will work with key stakeholders to promote and implement the VWA Public Open Spaces proposal or similar, provide facility development support and guidance to local governments and other facility providers, and establish new volleyball programs and venues.

The role also supports some of our 'Discover Volleyball' initiatives, including Social Volley and Urban Volley.

### Key Responsibilities

1. Manage current VWA venues and Places to Play.
  - Volleyball poles on beaches, parks, and reserves (as per VWA Annual Report).
  - Support and assist VWA affiliated (Platinum, Platinum Regional and Gold Category) Clubs and Associations regarding their venue and / or Places to Play requirements and future needs.
  - Support and assist Local Governments and Recreation Centre Providers regarding their venue and / or Places to Play requirements, Social Volley programs and any future needs.
  - Support the innovation project to facilitate more places to play and increase spontaneous active recreation opportunities.
  - Promote Urban Volley – Discover Corporate Volleyball Packages in conjunction with the Reception and Facility Officer.

2. Liaison with key external stakeholders; including Local Governments, Parks and Leisure Australia (WA), Venues West, recreation centres, facility providers, universities, community groups, mine sites 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 including review and updating the Volleyball Facilities Guideline.
  - Keep up with potential funding opportunities and facilitate funding applications for VWA and external facility partners.
  - Identify opportunities for new Social Volley, Kids / Junior Volley programs in Local Government areas where there is currently no volleyball presence.
3. Implement the recommendations of the Places to Play Strategies.
  - Build relationships with stakeholders such as Surf Lifesaving & Royal Life Saving to develop a regional public pool volleyball program. Creating best practice to roll out across the metro and regional area public aquatic centres.
  - Build relationships with stakeholders like Bowling WA to identify opportunities to activate unused public spaces using Inner City Beach, West Coast & Esperance Volleyball Clubs as potential case studies.
  - Build relationships with local and regional stakeholders to identify opportunities for the roll out of Discover Volleyball programs such as Kids, Junior, and Social Volley.
  - Coordinate Public Open Space activations across the State.
4. Review, evaluate and update the Places to Play and Public Open Spaces strategies and initiatives to align to the new Strategic Plan 2022-2025. This includes completing Places to Play Strategies for each of the WA Regions.

#### 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, Sales 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 regarding all the activities outlined in the position description and document and share this information and knowledge effectively with internal and external stakeholders. Applicants with strong sales skills and who can deliver a polished pitch will be favoured.

- **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 an elevated 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. You must be capable of harvesting, analysing, and using data in the decision-making process.
- **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 / Sports 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**
  - Experience in a facility development / planning role, and / or
  - Experience in participation and development activities for sport / recreation, and / or
  - Experience in working with Local Government in stakeholder engagement, and/or
  - Experience in Sales and Marketing role.

### Application Process

Applications must follow the outline provided below to be considered.

- All applications must include the following.
  - Cover letter addressing the Selection Criteria as outlined in the Position Description
  - Current Curriculum Vitae, including referee details
  
- Applications must be submitted via email to [marketing@volleyballwa.com.au](mailto:marketing@volleyballwa.com.au)
- Applications close COB Friday, January 28, 2022 – 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.

Sascha Stone

Volleyball WA

Email: [marketing@volleyballwa.com.au](mailto:marketing@volleyballwa.com.au)

Tel: 08 9228 8522