

POSITION DESCRIPTION

POSITION TITLE	Education Coordinator
EMPLOYER	Volleyball WA (VWA)
REPORTS TO	Participation Manager
EMPLOYMENT	Full time Part time (4 days per week) will be considered
SALARY RANGE	\$51,000 - \$55,000 + Superannuation (dependent on experience) FTE
AWARD	Sporting Organisations Award 2020

Job Purpose

The purpose of the role is to coordinate and implement strategies, initiatives and programs to engage and strengthen the workforce 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. Workforce Development and Engagement
 - Review mentoring and education programs for officials, referees and coaches.
 - Develop and implement initiatives and resources to improve the quality and quantity of coaches and referees. (in conjunction with the Club and People Development Coordinator)
 - Develop, implement and expand the Regional Education Program.
 - Develop and implement professional development programs (with qualitative assessment) for volunteers. (in conjunction with the Club and People Development Coordinator)

2. 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.
 - 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.

3. Events
 - Lead and coordinate all aspects of the delivery of coach/referee seminars or forums.

4. Committees

- Oversee and provide Executive Officer Support to the 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.

5. Administration

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

6. 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 participation@volleyballwa.com.au
- Applications close COB 15 June, 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;

Karen Wickham – Participation Manager, Volleyball WA

Email: participation@volleyballwa.com.au

Telephone: (08) 9228 8522