



POSITION DESCRIPTION

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| POSITION TITLE | Regional Development Coordinator |
| RESPONSIBLE FOR | Providing support for the Mid West Region in the following areas; <ul style="list-style-type: none">• Club and People Development• Places to Play• School and Junior Development in accordance with the Association values and policies |
| EMPLOYER | Volleyball WA (VWA) Based in Geraldton (Regional Western Australia) |
| REPORTS TO | Participation Manager |
| EMPLOYMENT | Part-time (3 days per week) |
| SALARY RANGE | \$51,050 - \$54,000 (pro rata) - one year contract |
| AWARD | Sporting Organisations Award 2010 |

Job Purpose

The purpose of the role is to coordinate, manage and administer all Club Development, Places to Play and School and Junior Development activities in the Mid West Region in Western Australia. Reporting to the Participation Manager, the role will implement the initiatives identified in the VWA Strategic, Operational and Regional Servicing Plans.

Key Responsibilities

1. Coordinate and administer the implementation of a range of programs within the Mid West Region;
 - Recruit and support the education of coaches to deliver school clinics across the Mid West region
 - Manage the clinic booking process (including Primary Schools and High Schools) and the allocation of coaches in conjunction with the VWA Schools Coordinator
 - Encourage inclusive practices in all programs that cater for a range of varying abilities and backgrounds
 - Liaise with the VWA Schools Coordinator to raise the knowledge of volleyball within target schools and community groups through the delivery of education courses and workshops
 - Initiate and administer VWA Kids and Junior Volley programs and support external providers to deliver volleyball.
 - Ensure that the delivery of all activities comply with VWA risk management requirements
2. Coordination, management and administration of club development activities
 - Lead the formation of the Geraldton Volleyball Association;
 - Engaging committee members
 - Sourcing funding grants for projects in the region
 - Providing resources, knowledge and expertise and assistance with strategic planning, risk management, business / operational plans and inclusive club practices
 - Assisting in the organization of workshops, courses and forums and promotion of external education opportunities
 - Utilising technology to automate administration processes



- Support the establishment of other new Volleyball WA affiliated Clubs and Associations in the Mid West region
3. Coordination, management and administration of people development activities
 - Assist in the delivery of the Regional Servicing Plan for the Mid West region affiliated Volleyball Associations, Community Groups and Schools, including the delivery of education workshops and courses
 - Plan and implement an annual education calendar for the Mid West region for courses, clinics, presentations and related activities
 - In conjunction with the VWA Education Coordinator, guide coaches and referees through the Volleyball Australia Coach and Referee Education Courses and Accreditation processes
 - Deliver volunteer development and retention programs, training and activities
 4. In conjunction with the VWA Community & Stakeholder Engagement Coordinator, liaise with key external stakeholders; including Local Governments, recreation centres, facility providers, community groups to implement Places to Play initiatives.
 - Identify opportunities for new Social Volley, Kids / Junior Volley programs in Local Government areas where there is currently no volleyball presence.
 - 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.
 5. Regional Development administration including:
 - Managing data within the Volleyball WA CRM
 - Production of content for social media and communication forums
 - Monitoring of activity and course budgets
 - Data collection and production of monthly reports

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 key stakeholders from a range of diverse backgrounds, including athletes, parents, coaches and referees, schools, clubs, contractors and venue providers.
- **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 in regards to all of the activities outlined in the position description 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 meeting 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 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. 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.

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 karen@volleyballwa.com.au
- Applications close COB 13/03/2023 – 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: karen@volleyballwa.com.au

Telephone: (08) 9228 8522