



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Diversity and Inclusion Coordinator</b>
<b>RESPONSIBLE FOR</b>	Development and implementation of diversity and inclusion initiatives and strategies, in accordance with the Association's values and policies.
<b>EMPLOYER</b>	Volleyball WA (VWA) (180 Charles Street, West Perth)
<b>REPORTS TO</b>	Participation Manager
<b>EMPLOYMENT</b>	Part time (1 year contract) – 4 days a week (Flexible working arrangements can be negotiated e.g. school hours etc.)
<b>SALARY RANGE</b>	\$50,000 per annum
<b>AWARD</b>	Sporting Organisations Award 2020

### Job Purpose

The purpose of the role is to engage with the volleyball and wider community to increase awareness and create more participation and competition opportunities to diversify the volleyball participant base. Reporting to the Participation Manager, the role will implement the initiatives identified in the VWA Strategic and Operational Plans.

### Key Responsibilities

- 1. Increase participation rates of people from diverse groups with a focus on Aboriginal people, people with a Disability and Seniors.**
  - Collaborate with key stakeholders to design, develop, and coordinate new participation and competitive opportunities.
  - Support the establishment of a Reconciliation Working Group to work towards development of a Volleyball WA RAP.
  - Support the establishment of an Inclusion Working Group (Disability).
  - Represent Volleyball WA at any relevant external Inclusion meetings including the WA State Sports Inclusion Network.
  - Actively source grants and funding opportunities for the growth in delivering targeted activities and acquit any successful grant applications.
- 2. In conjunction with the Club and People Development Coordinator, integrate inclusion strategies within Volleyball WA, member clubs and associations.**
  - Ensure that diversity and inclusion principles permeate throughout the organisational strategic and operational plans.
  - Provide relevant educational opportunities for VWA staff and clubs including the development of appropriate guides.
  - Ensure our volleyball community has the tools and resources they need to create a welcoming environment for everyone to participate in volleyball the way they wish to.
- 3. Increase knowledge and awareness of best practice strategies.**
  - Promote good news stories through Volleyball WA communication channels.
  - Develop best practice case studies.
  - Production of content for social media and other communication forums.



#### 4. Other

- Attend VWA and other relevant events as required.
- Managing data within the Volleyball WA CRM.
- Development and monitoring of activity and program budgets.
- Production of monthly reports.
- Any other duties as directed by the Participation Manager or 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 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 regard 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 meet 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:
  - Relevant qualification within, but not limited to; management, sport and/or inclusion and diversity.
- Applications must be submitted via email to [karen@volleyballwa.com.au](mailto:karen@volleyballwa.com.au) by Sunday 27<sup>th</sup> August, 2023.

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](mailto:karen@volleyballwa.com.au)

Telephone: (08) 9228 8522