

## Position Description

<b>POSITION TITLE</b>	Events Coordinator
<b>RESPONSIBLE FOR</b>	Providing operational support to the Pathways and Events Department for events and competitions in accordance with the Association's values and policies
<b>EMPLOYER</b>	Volleyball WA (VWA)
<b>REPORTS TO</b>	Pathways and Events Manager
<b>EMPLOYMENT</b>	Part time (3 days per week)
<b>SALARY RANGE</b>	\$55,800 - \$57,000 per annum (Pro-rata)
<b>AWARD</b>	Sporting Organisation Award 2022

### Role Purpose

The Events Officer is responsible for the planning, management and delivery of the following Volleyball WA Events and Competitions:

- WA Volleyball Junior League (WAVJL)
- VWA Social Volleyball Events – Rotto Cup, Kalamunda Cup, Fortix Cup, and any other social events that are introduced.
- VWA One-off or Club Co-hosted Events – Country State Championships, Junior Beach Series, Masters Beach Events, and any other one-off or Club co-hosted events that are introduced.
- Assisting the Pathways and Events section with the planning and delivery of VWA events and competitions as required

Reporting to the Pathways and Events Manager, the role will implement the initiatives identified in the VWA Strategic and Operational Plans: Grow the volleyball participant base and establish expected growth targets. Provide opportunities and ongoing implementation for Talent Identification (TID), Development and High Performance (HP) athletes, coaches and officials

### Key Responsibilities

1. Planning, management, and delivery of the allocated Volleyball WA Events and Competitions:
  - Liaise with the Competitions Senior Coordinator to develop a competition and event plan that is implemented across all allocated events and competitions
  - Liaise with the Competitions Senior Coordinator to plan and promote an annual events and competitions calendar, ensuring that there are opportunities available at every level
  - Publish fixtures, programs, results, and other related documentation
  - Liaise with the VWA Administration Coordinator to book venues
  - Liaise with venue providers, sponsors, contractors, and event personnel to ensure that WHS requirements are met and maintained
  - Organise, line-manage and support Coordinators and Referees

- Provide support to the Pathways and Events Manager producing detailed proposals, budgets, and summaries (e.g., timelines, venues, suppliers, staffing and financial information and paperwork)
- Liaise with the Communications and Marketing Manager to develop and distribute promotional and marketing material
- Liaise with the Schools Coordinator and Youth Pathways Coordinator to promote events and competitions to schools
- Conduct post-event competition evaluation or feedback (including data entry, analysis and producing reports for management, relevant stakeholders, and partners)
- Work with internal and external stakeholders to facilitate consistent communication and ensure events and competitions are delivered in a consistent and professional way, that align with the Volleyball WA brand and marketing strategy
- Represent Volleyball WA by attending events as required
- All other event management duties

2. Any other duties as directed by the Pathways and Events Manager, or CEO as required.

## Qualifications & Experience

### Requirements:

- Current Working With Children Card
- Current Driver's Licence and reliable transport
- Ability to work unsupervised
- A positive attitude, great initiative, and ability to hit the ground running

### Desirable:

- Previous experience in the Sport and Recreation industry
- Experience in management of events and competitions
- Current First Aid qualification
- Relevant tertiary qualification and volleyball coach and/or referee accreditation

## 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, referees, schools, clubs, associations, state and national associations, local government representatives, contractors, and sponsors.

### • 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.

- **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.

- **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 enhance opportunities and talent identification and development.

## Application Process

Applications must follow the outline provided below to be considered.

- All applications must include the following:
  - Cover letter addressing relevant criteria and responsibilities
  - Current Curriculum Vitae, including referee details
- Applications must be submitted via email to [jackie@volleyballwa.com.au](mailto:jackie@volleyballwa.com.au)
- Applications close COB Sunday 16<sup>th</sup> August 2023 – late applications will not be accepted

## Queries

If you would like further information regarding this position, please do not hesitate to contact:

Jackie Tamburri

Pathways and Events Manager

Volleyball WA

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

Telephone: (08) 9228 8522