



POSITION DESCRIPTION

POSITION TITLE	Community and Stakeholder Engagement Coordinator
RESPONSIBLE FOR	Delivery of the VWA Places to Play and Public Open Spaces Strategy and initiatives in accordance with the Association's values and policies
EMPLOYER	Volleyball WA (VWA)
REPORTS TO	Marketing & Communications Manager
EMPLOYMENT	Full-time
SALARY RANGE	\$63,000 per annum - one year contract
AWARD	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 4th 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, facility audits 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.
 - Coordinate Public Open Space activations across the State.

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.
 - Build relationships with other stakeholders such as Surf Lifesaving, Royal Life Saving and Bowling WA to develop outside the box solutions including the development of a regional pool volleyball program.
3. Review, evaluate and update the existing Regional Places to Play Strategies and initiatives to align with the VWA Strategic Plan and the VWA Places to Play Strategy 2019 – 2024. Support the Participation Manager with the completion of the Mid West Regional Places to Play Strategy and the Regional Development Coordinator (Peel / South West) with the South West Places to Play Strategy.

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 / Marketing
- 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

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 marketing@volleyballwa.com.au by Monday 23rd October C.O.B.

Queries

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

Sascha Stone – Manager, Marketing & Communication

Email: sascha@volleyballwa.com.au

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