

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Senior Development Coordinator- Regional</b>
<b>EMPLOYER</b>	<b>Volleyball WA (VWA)</b>
<b>REPORTS TO</b>	<b>Participation Manager</b>
<b>EMPLOYMENT</b>	<b>Full-time (5 days per week)</b>
<b>SALARY RANGE</b>	<b>\$63,000 annually</b>
<b>AWARD</b>	<b>Sporting Organisations Award 2020</b>

### Job Purpose

The purpose of the role is to coordinate, manage and administer regional development activities on behalf of Volleyball WA. Reporting to the Participation Manager, the role will implement the initiatives identified in the VWA Strategic, Operational and Regional Servicing Plans.

### Key Responsibilities

1. Development and implementation of the VWA Annual Regional Servicing Plan in conjunction with the VWA Participation Manager
  - Providing VWA Office support and oversee the Regional Development Coordinators based in the Peel and South West regions.
  - Support the development of the VWA Regional Servicing Budget.
  - Support the development of the annual Regional Servicing Acquittal Report.
  
2. Coordination and administration of a range of participation activities within the regions;
  - Lead the development of annual VWA Provider packages for Kids, Junior and Social Volley programs and activities in conjunction with the VWA Development Coordinator – Metro,
  - Initiate and administer regional VWA Kids, Junior and Social Volley programs and support regional associations to deliver a range of participation activities.
  - Initiate and administer regional VWA Kids and Junior Volley school holiday camps.
  - Initiate and administer regional Adaptive Volley programs and activities in conjunction with the Diversity and Inclusion Coordinator.
  
3. Coordination and administration of club development activities in conjunction with the VWA Development Coordinator - Metro;
  - Develop and implement an annual regional Club Development Plan with the focus on growth and governance strategies across all regions.
  - Assist regional clubs to identify their needs, develop and implement strategies to meet those needs and identify sources of funding to support those needs.
  - Support Volleyball WA affiliated regional clubs and associations to improve their governance and administrative capacity.
  - Coordinate Club and Association development visits as required and apply for grants where applicable. This may include overnight stays and some evening and weekend times.
  - Support regional clubs and associations to apply for the different levels of the Good Sports Program and the KidSport Program.
  - Support the establishment of new regional Volleyball WA affiliated Clubs and Associations.

- Support the coordination and delivery of the Volleyball WA Club Conference in conjunction with the Development Coordinator - Metro.
  - Lead the quarterly Regional Club Chat meeting.
4. Coordination and administration of people development activities;
- Recruit and support the education of coaches to deliver activities across the regions where required.
  - In conjunction with the VWA Education Coordinator, coordinate the delivery of education workshops and courses in regional areas.
  - Deliver committee development and retention programs, training and activities.
  - Provide support to the Lead Volley Program in conjunction with the VWA Development Coordinator – Metro.
5. 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 regional 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.
6. Other;
- Managing data within the Volleyball WA CRM
  - Production of content for social media and communication forums
  - Develop and monitor annual and activity budgets for all activities and projects.
  - Provide updates and reports to the Line Manager, Management and Board as required.
  - Completion of information for the Volleyball WA Annual Report, including regional Club Reports.
  - Produce case studies as required.
  - Ensure compliance with Volleyball WA policies, processes and procedures.
  - 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 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 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.

## **Qualifications & Experience Required**

The Development Coordinator - Regional must have:

- Current Working With Children Card
- Current First Aid qualification (or willing to obtain)
- Current Driver's Licence and reliable transport
- The ability to work unsupervised.
- A positive attitude, great initiative, and ability to hit the ground running.

## **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 regional roles.
  - Supervisory experience.
- Applications must be submitted via email to [participation@volleyballwa.com.au](mailto:participation@volleyballwa.com.au).
- Applications close 13<sup>th</sup> October, 2024 – late applications will not be accepted.

## **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