

POSITION DESCRIPTION

POSITION TITLE	Regional Development Coordinator
RESPONSIBLE FOR	Providing support for the South West Region in the following areas: <ul style="list-style-type: none"> • Club Development • Community and Stakeholders • Participation in accordance with the Association values and policies
EMPLOYER	Volleyball WA (VWA) Based in Bunbury (Regional Western Australia)
REPORTS TO	Senior Development Coordinator – Regional and / or Participation Manager
EMPLOYMENT	Part-time (3 days per week moving to 4 days per week from July 1, 2025)
SALARY RANGE	\$58,600 (pro rata) – one year contract (with the possibility of extension)
AWARD	Sporting Organisations Award 2020

Role Purpose

The purpose of the role is to coordinate, manage and administer all activities on behalf of Volleyball WA in the South West Region in Western. Reporting to the Senior Development Coordinator - Regional, the role will implement the initiatives identified in the VWA Strategic, Operational and Regional Servicing Plans.

Key Responsibilities

1. Coordination and administration of a range of volleyball activities within the South West Region;
 - Deliver school and community clinics.
 - Raise the knowledge of volleyball within target schools through the delivery of education courses and workshops in conjunction with the VWA Schools Coordinator.
 - Initiate and administer VWA Kids and Junior Volley programs in gap areas and support external providers to deliver volleyball activities.
 - Initiate and administer Adaptive Volley programs and activities in conjunction with the Diversity and Inclusion Coordinator.
 - Support any Pathway activities that identify and support talented athletes in conjunction with the VWA Pathways Manager.
 - Ensure that the delivery of all activities comply with VWA risk management requirements.
2. Coordination and administration of people development activities;
 - Recruit and support the education of coaches to deliver school and community clinics across the South West region.
 - In conjunction with the VWA Education Coordinator, coordinate the delivery of education workshops and courses and guide coaches and referees through the Volleyball Australia Coach and Referee Accreditation processes.
 - Deliver volunteer development and retention programs, training and activities.
3. Coordination and administration of club development activities in conjunction with the VWA Senior Development Coordinator – Regional;
 - Support affiliated Regional Clubs and Associations by;
 - Sourcing funding and grants and assisting with applications.

- 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.
 - Undertaking Club Health Checks.
 - Support the establishment of new Volleyball WA affiliated Clubs and Associations
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;

- **Administration and Organisational 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. Display a high level of organisational skills and a proven ability to manage priorities.
- **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, 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.
- **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.
- **Continuous Improvement:** Show a commitment and active contribution to finding more efficient and effective ways to service 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.

- **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.

Qualifications & Experience Required

The Regional Development Coordinator must have:

- Current Working With Children Card
- Current First Aid qualification (or willing to obtain)
- Minimum Level 1 Volleyball Coaching accreditation (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

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.
- Applications must be submitted via email to participation@volleyballwa.com.au
- Applications close Sunday 1st December, 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

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