

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Development Coordinator - Metro</b>
<b>EMPLOYER</b>	<b>Volleyball WA (VWA)</b>
<b>REPORTS TO</b>	<b>Participation Manager</b>
<b>EMPLOYMENT</b>	<b>Full-time</b>
<b>SALARY RANGE</b>	<b>\$60,500 - \$63,500 (per annum)</b>
<b>AWARD</b>	<b>Sporting Organisations Award 2020</b>

### Job Purpose

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

### Key Responsibilities

- 1. Coordination and administration of a range of participation activities within the Perth metro;**
  - Support the development of annual VWA Provider packages for Kids, Junior and Social Volley programs and activities in conjunction with the VWA Senior Development Coordinator – Regional.
  - In conjunction with the VWA Community & Stakeholder Engagement Coordinator, identify and pursue opportunities to establish new Social Volley, Kids / Junior Volley programs in metro areas with no volleyball presence.
  - Provide administrative support to affiliated metro clubs who Kids, Junior and Social Volley participation activities.
  
- 2. Coordination and administration of club development activities in conjunction with the VWA Senior Development Coordinator - Regional;**
  - Develop and implement an annual metro Club Development Plan with the focus on growth and governance strategies.
  - Assist metro clubs to identify their needs, develop and implement strategies to meet those needs and identify sources of funding to support those needs.
  - Visit and meet with metro clubs, associations and other stakeholders as required. This may include some evening and weekend times.
  - Lead the quarterly Metro Club Chat meeting.
  - Support metro clubs and associations to apply for the different levels of the Good Sports Program and the KidSport Program.
  - Lead the establishment of new metro Volleyball WA affiliated Clubs and Associations including in gap areas identified by the VWA Community & Stakeholder Engagement Coordinator.
  - Support Volleyball WA affiliated clubs and associations to improve their administrative capacity.
  - Lead the development and implementation of the annual VWA Club and Association affiliation process.

- Lead and coordinate all aspects of the delivery of the Volleyball WA Club Conference in conjunction with the VWA Senior Development Coordinator - Regional.

### **3. Coordination and administration of people development activities;**

- Recruit and support the education of coaches to deliver VWA metro activities where required.
- Deliver committee development and retention programs, training and activities.
- Coordinate the Lead Volley Program in conjunction with the VWA Pathways team.

### **4. Other**

- Managing data within the Volleyball WA CRM.
- Production of content for social media and other communication forums
- Develop and monitor annual and activity budgets for all activities and projects.
- Completion of information for the Volleyball WA Annual Report, including metro Club Reports.
- Provide updates and reports to the Line Manager, Management and Board as required.
- 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 stakeholders from a range of diverse backgrounds, including Clubs, Associations and community groups.
- **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 for club and people development activities and document and share this information and knowledge effectively with internal and external stakeholders.
- **Organisational Skills**  
Display a high level of organisational skills, including managing priorities and meeting 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, Canva 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. Undertake line management responsibilities and demonstrate 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 the successful completion of tasks.

- **Continuous Improvement**

Demonstrate creative and innovative ways to engage with and increase the capacity of clubs and the volleyball workforce.

### **Qualifications & Experience Required**

The Development Coordinator - Metro 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 two reference contacts.
- Preference will be given to those candidates that can demonstrate the following:
  - Experience in the sports industry or not-for-profit sector.
  - Previous club committee or engagement roles.
- Applications must be submitted via email to [participation@volleyballwa.com.au](mailto:participation@volleyballwa.com.au) by Sunday 13<sup>th</sup> April 2024.

### **Queries**

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

Karen Wickham – Participation Manager, Volleyball WA

Email: [participation@volleyballwa.com.au](mailto:participation@volleyballwa.com.au) Telephone: (08) 9228 8522