

Regional Association Development Officer - West Position Description and Key Selection Criteria

Position title		Regional Association Development Officer/Project Coordinator	
Department	Sport Development	Reports to	Development Coordinator/Wimmera Regional Sports Assembly
Classification	Officer	Direct reports	Nil
Location	<p>Wimmera Regional Sports Assembly (primary) 17 McLachlan Street HORSHAM Vic 3400</p> <p>Various with travel required (secondary)</p>		
Employment status	Full time		
Salary package	\$47,127.60-\$57,600.40 per annum + Super (Depending upon qualification & experience)		
Employment Conditions	<p>The successful candidate will be employed by Wimmera Regional Sports Assembly (WRSA) and report to the Volleyball Victoria Inc Development Coordinator and RADO stakeholder group in an innovative multi-partner initiative.</p> <p>WRSA's Office hours are Monday – Friday, 9:00am – 5:00pm. Weekend and evening work may be required, due to the nature of the sporting industry.</p> <p>Staff are employed in accordance with the terms and conditions outlined in their contracts.</p>		
Environment	<p>Volleyball Victoria Inc (Volleyball Victoria) is the peak sporting body for volleyball in Victoria and is affiliated with Volleyball Australia. Volleyball Victoria is a not for profit, member-based organisation governed by a volunteer Board of Directors.</p> <p>Volleyball Victoria has four full-time and two part-time employees, with three Coordinators responsible for the core work: Membership, Development and Education, and Events and Competitions.</p>		

	<p>The Wimmera Regional Sports Assembly (WRSA) is one of 9 Regional Sports Assemblies throughout Victoria. Based in Horsham, the WRSA is the lead agency in the Wimmera region facilitating and supporting increased participation in sport and recreation sectors throughout the shires of Horsham Rural City, Yarriambiack, Hindmarsh, Northern Grampians and West Wimmera.</p> <p>The WRSA is a not for profit, member based organisation governed by a volunteer board of management. The WRSA has three fulltime and one part-time employee. Two program managers are responsible for the VicHealth Regional Sport Program and one is responsible for the Sport and Rec Victoria All Abilities program. A project co-ordinator assists both program managers. This position offers the opportunity to work one day a week with the WRSA team on projects mutually beneficial to both parties.</p>
Values	Inclusivity, Integrity, Pride, Respect, and Commitment

RESPONSIBILITIES AND DUTIES
Association Development
<i>Capacity Building</i>
Develop a plan for the ongoing development of volleyball throughout the region
Supporting Associations to maintain their own and their members' database records
Increase in Spikezone delivery capacity
Increase in <i>Sporting Schools</i> delivery and income-generation capacity
Enhanced online presence (website & social media)
Enhanced management of LGA/stakeholder relationships (eg facility development & access)
<i>Education & Training</i>
Increase in Coach & Official accreditations (including capacity to deliver)
Child Safe Standards training and ongoing assistance
Strategic and Business planning assistance
Club Help and Australian Sports Commission Club Health Checks

Ability to deliver Professional Development to interested groups (eg schools)
Grant-writing and funding assistance
<i>Pathways</i>
Improved standard, contribution, and service to State Teams (Pathways)
Technical Director of Coaching for regional academies
Assistance in Junior Development initiatives
Participation
Increase in Spikezone delivery capacity
Increase in <i>Sporting Schools</i> delivery and income-generation capacity
Conduct development clinics within each association, as required
WRSA
Working with the Regional Sport Program manager and project coordinator on increasing participation in female sport for youth, 12-17 year olds and females.
Working with the All Abilities Program manager on increasing participation for all abilities athletes and aboriginal target groups.

Key Selection Criteria

- Knowledge of sporting culture, organisations, and the issues facing community sport
- Demonstrated understanding of member-based organisations and club development principles
- High level communication (written and oral) and organisational skills
- Demonstrated ability in database management and other online tools
- Demonstrated ability to manage multiple stakeholders
- Current volleyball coach and referee accreditation (or preparedness to obtain)
- Current Working with Children Check
- Current Victorian driver's licence