

POSITION DESCRIPTION

POSITION:	Development Manager
LOCATION:	Softball Victoria (SV) Office, Collingwood
REPORTS TO:	Chief Executive Officer
SPECIFICS:	Full-time role
SALARY:	65k to 75k including super; dependant on relevant experience



THE ROLE

The Development Manager will be responsible for driving the development of Softball Victoria affiliated member Clubs and Associations to increase their capacity and capability to grow membership and deliver high quality products and programs to their existing members. The Development Manager will be the first point of contact for Associations, Clubs and Members; and will drive the promotion, development and delivery of alternative softball programs and competitions including Softball Batter Up and Fully Loaded Softball.

KEY RESPONSIBILITIES

Membership and Participation Growth

- Engage and build strong relationships with each of the Member Associations to develop and deliver an annual development strategy to increase capability and capacity in areas of required improvement, specifically membership and participation growth.
- Implement strategies to support the introduction and development of softball programs with the purpose of increasing softball participation at affiliated Associations and Clubs
- Be an active and visible presence in grass roots softball communities through structured and consistent Association, Club, school and event visits.
- Identify and support avenues for affiliated members to better deliver and encourage access to softball programs, events and activities and encourage retention of participants.
- Support Member Associations to implement and deliver Softball Batter Up and Fully Loaded Softball programs to complement existing recruitment and member retention strategies
- Work closely with SV Sporting Schools Coordinator to ensure Member Associations and Clubs are actively involved in marketing their organisation directly with schools
- Establish and nurture strong relationship with School Sport Victoria (SSV) to ensure that opportunities to increase transitions from school sport to the SV club and association network are accessed
- Co-ordinate education, training and development programs aimed at increasing the capability and capacity of Association and Club volunteers to more effectively and efficiently manage their Associations
- Source and disseminate information to affiliated members on grant opportunities, sponsorship and fundraising specific to participation opportunities
- Assist in developing and implementing strategies to raise the profile of the sport, volunteering opportunities and events.
- Strengthen pathways of engagement and increase participation within softball through existing indigenous, multicultural and disability programs;
- Maintain state wide partnerships with councils, schools, regional sport and recreation authorities that will lead to greater indigenous and multicultural participation in softball throughout Victoria

Member Registration, Data Collection and Administration:

- Manage SV Member Registration system via Sports TG

- Manage the collection of data that will be used at various levels of SV to influence strategy
- Ensure that data collection is reflective of the requirements for SV to measure progress and achievements of current strategic plan
- Produce reports for key stakeholders and partners when required
- Assist CEO to oversee the annual affiliation process and develop standards for future compliance
- Be proactive in sourcing and developing relevant content for website and social media platforms

KEY PERSONAL ATTRIBUTES

The Development Manager will have a range of personal and professional skills, attributes and behaviours that are essential to this role:

- Comfortable initiating action to achieve results including making prompt, clear decisions which may involve tough choices and/or considered risks;
- Views the Victorian softball community as a team and commits to supporting all individuals to achieve growth
- Takes initiative, acts with confidence and works under own direction; initiates and generates activity
- Embraces the role that requires inconsistent daily routine inclusive of evening and weekend work, reflective of the community of volunteers that softball has as a workforce
- Communicates in a clear, concise and confident manner and has the ability to present in person to large groups of people
- Understanding of sport culture and organisations, including working with volunteers
- Possesses a high level of project and program management skills and a clear understanding of the function of CRM systems
- Values diversity and difference and sees issues from various perspectives.
- Understanding of Victorian primary and secondary school environments and how to effectively engage with school management
- A strong personal brand, including displaying integrity and a commitment to professionalism and accountability.
- Relevant administrative and computer literacy skills.
- A commitment to learning & development and a clear plan and drive for personal growth
- Some knowledge and/or experience working with individuals, groups or communities from an All Abilities, Multicultural or Indigenous background will be an advantage.

QUALIFICATIONS AND SKILLS

ESSENTIAL

- Relevant tertiary qualification and/or equivalent experience
- A minimum of 2 years' experience on the committee of a community sporting Club or Association
- Highly competent with the Microsoft Office suite of programs
- Ability to work outside of traditional business hours when required
- Current Victorian Driver's License
- Current Working with Children Check

DESIRABLE

- Sound knowledge of the sport and recreation industry
- Self-starter with proactive attitude
- Ability to think, plan and influence others to act strategically
- Understanding of Strategic Plans and Operational Plan and understanding of how to deliver on objectives within such plans
- Confidence to think and act 'outside the box'