

Sport and Club Development Officer Position Description – September 2019

Position Title	Sport & Club Development Officer	Department	Sport & Club Development
Reports to	National Sport and Club Development Manager	Job Status	Permanent, part time, 20-24 hours per week

CAMS' Values

- **Respect** - For motor sport, each other, all stakeholders and our brand
- **Integrity** - In how we operate and interact in all that we do
- **Excellence** - In what we do and how we do it
- **Passion** - For our great sport and the people in it. For our organisation, our roles and the people we work with

Why the role exists

The Sport and Club Development Officer role exists to:

- Increase participation in motor sport events through the implementation of participation programs;
- Grow the profile of CAMS through promotional and engagement opportunities at major events; and
- Increase grant and funding opportunities through initiating and developing relations with government departments.

Duties and Responsibilities

Sport Development

- Lead the state-based Sport & Club Development team in the local implementation of initiatives to increase participation in motor sport in the region.
- Implement CAMS strategies for community and club engagement.
- Track and report on participation growth within the designated region.
- Represent and build the profile of CAMS at local motor sport events and other partners and stakeholders events as required.
- Contribute to the creation and implementation of long term club development plans (addressing facilities, population trends, membership trends, equipment requirements, resource requirements, funding needs and the establishment of new clubs).
- Actively search for funding/grant opportunities for CAMS and Clubs.
- Assist Clubs in applying for grants and funding.

Club Development

- Work with CAMS affiliated clubs to help them strengthen their membership base and overall functionality.
- Assist clubs in identifying their needs, and developing and implementing strategies to meet those needs and identifying sources of funding
- Liaise with individual clubs across the region to provide them with a conduit to CAMS for open dialogue.
- Facilitate discussions to develop partnerships between clubs.
- Ensure that the team is well briefed on the challenges facing local clubs.
- Actively search for new clubs to affiliate with CAMS.
- Support clubs and promoters developing new events by providing access to venues, officials, promotional and safety support / advice.
- Promote, plan and assist with Ricciardo Racers Junior Development Days and other programs.
- Create links between clubs, organisations and key agencies in the state.

General

- Coordination of Club Business Workshops.
- Ensure that enquiries are directed to the appropriate point within CAMS to ensure consistency of service and response.
- Other duties as assigned.
- Comply with all occupational health and safety legislation and regulations.

Performance Indicators

- Number of new motor sport participants
- Number of CAMS affiliated car clubs
- The number of CAMS programs delivered through clubs
- Level of financial and in-kind support and contribution by key stake holders
- Community engagement
- Government funding

Special Considerations

- Involves some after-hours support
- Requires occasional attendance at events which may occur after hours or at weekends
- Current drivers licence required

Selection Criteria

Essential

- Experience in developing and implementing participation and development programs in sport, leisure, recreation or similar
- Experience coordinating and or delivering events
- High level interpersonal and communication skills
- Proven ability delivering outstanding customer service
- Excellent organisation and planning skills in managing a busy workload with conflicting demands
- Experience managing budgets with an analytical ability to derive financial / statistical insights
- Strong networking skills with experience managing a diverse range of stakeholders
- High motivated and self-starter
- Ability and comfort in working alone
- Positive, hard-working and can-do attitude
- Skilled in the use of Microsoft Office programs

Desirable:

- Degree qualification in sport, leisure or business management
- Experience working with volunteers, member-based organisations or in sport
- Experience sourcing government funding
- Previous experience operating a CRM or database system
- Knowledge or interest in motor sport