



# JOB DESCRIPTION

<b>Job Title:</b>	Volleyball Australia Pathways Coordinator
<b>Reports to:</b>	Volleyball Australia National Technical Director
<b>Contract Length:</b>	Full-Time contract until 31 December 2020
<b>Remuneration:</b>	\$56,000 - 62,000 (inclusive of superannuation)
<b>Location:</b>	Australian Institute of Sport, Canberra
<b>The Organisation</b>	<p>Volleyball Australia (VA) is the peak body for the administration of the sport of Volleyball in Australia. VA's Mission is to lead, partner and support the growth in participation, performance and profile of the sport in Australia.</p> <p>VA's Pathways Programs aim to identify and develop athletes for the senior National Team Programs (Volleyroos) in Men's, Women's and Beach Volleyball. The Pathways Programs include:</p> <ul style="list-style-type: none"> <li>• The Australian Volleyball Academy (AVA), which comprises centralised (AIS Canberra) and decentralised elements;</li> <li>• The VA Junior Development Program (JDP) which involves a program of camps and international competition tours for age group athletes in volleyball and beach volleyball;</li> <li>• Talent Identification Camps conducted in various locations around Australia.</li> </ul>
<b>Job Purpose</b>	To work as part of a team to provide high level administrative support to Volleyball Australia Pathways Programs including the Australian Volleyball Academy, Junior Development Program (JDP) and Talent Identification Camps.
<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage the logistics for allocated projects within the scope of the Australian Volleyball Academy, National junior camps and international tours (e.g. Transport, accommodation, meals, uniforming, etc) and Talent Identification Camps</li> <li>• Manage project budgets for Pathways Programs</li> <li>• Coordinate volunteer staff i.e. coaches, managers and support staff</li> <li>• Develop and maintain strong relationships with State associations, international federations and other key stakeholders to support the achievement of program delivery.</li> <li>• Deliver written communication to parents and athletes</li> <li>• Deliver on key deadlines associated with the role</li> <li>• Represent VA effectively in relevant forums</li> <li>• Work in close collaboration with the Coaches of the National Teams and the Australian Volleyball Academy</li> <li>• Work collaboratively with the volunteer coaches and managers of the program</li> </ul>
<b>Knowledge and Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work as a member of a team and to move the team towards completion of goals; and</li> <li>• Ability to convey information and ideas through a variety of media to individuals and groups in a way that engages and helps them to understand and retain the message</li> <li>• Establishes good interpersonal relationships; makes people feel valued, appreciated and included</li> <li>• Computer Literacy including MS Office Suite with an aptitude in learning</li> </ul>

	<p>other specific industry or commercial software</p> <ul style="list-style-type: none"> <li>• A demonstrated ability to manage budgets</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working directly in high performance sport programs and communicating with a wide range of audiences including external stakeholders, parents and partner organisations.</li> <li>• Experience in website content management</li> <li>• Knowledge of the structure and operation of Australian Volleyball</li> </ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant Tertiary qualifications and /or demonstrated experience in Sports management and administration.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment, drive and initiative with the ability to work independently and inter-dependently as a leader and manager; and</li> <li>• Demonstrated capacity to work as a productive member of a multi-functional team to achieve common goals, share information, support others and show consideration for alternate ideas and solutions.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Travel within Australia and internationally will be required.</li> <li>• Comply with all policies set down by Volleyball Australia and ensure that they are implemented as appropriate.</li> </ul>