



POSITION DESCRIPTION

POSITION TITLE	Regional Development Coordinator
RESPONSIBLE FOR	Providing support for the Regions (Peel and South West) in the following areas; <ul style="list-style-type: none"> • Club and Workforce Development • School and Junior Development activities in accordance with the Association values and policies
EMPLOYER	Volleyball WA (VWA) Based in Bunbury (Regional Western Australia)
REPORTS TO	Places to Play Coordinator
EMPLOYMENT	Part-time (3 days per week)
SALARY RANGE	\$45,000 to \$48,000 (pro rata) – one year contract
AWARD	Sporting Organisations Award 2010

Job Purpose

The purpose of the role is to coordinate, manage and administer all VWA school and junior development activities, including Spikezone, School activities and events, VWA Regional Junior Development Squads, and all Club and Workforce Development activities and events in the Peel and South West Regions in Western Australia. Reporting to the Participation and Development Manager, the role will implement the initiatives identified in the VWA Strategic and Operational Plans; reviewing and introducing participation and development programs, products and events

Key Responsibilities

1. Coordinate and administer the implementation of a range of Kids Volley Spikezone programs within the Regions (as listed);
 - Manage the clinic booking process (including Kids Volley Spikezone Schools and High Schools) and the allocation of coaches in conjunction with the VWA Schools and Junior Development Coordinator
 - Encourage inclusive practices in all programs that cater for a range of varying abilities and backgrounds
 - Liaise with the VWA Schools and Junior Development Coordinator to raise the knowledge of volleyball within target schools and community groups through the delivery of education courses and workshops
 - Promote and monitor Spikezone accredited providers and centres
 - Review and develop Spikezone resources for schools and accredited providers / centres
 - Support Spikezone Providers to deliver volleyball programs to target schools
 - Ensure that the delivery of all clinics and programs comply with VWA risk management requirements

2. Co-ordination and administration for the Regional VWA Junior Development Squad program;
 - Manage the recruitment and deployment of coaches
 - Coordinate the athlete registration process
 - Organise additional 'expert' support services if required
 - Liaise with the VWA Office and Administration Support to book venues
 - Liaise with the VWA Schools and Junior Development Coordinator in regards to squad uniform requirements
 - Ensure the program delivery adheres to VWA WHS requirements
 - Promote the VWA FTEM pathway
 - Answer athlete, parent and coach enquiries as required
3. Coordination, management and administration of club development activities
 - Support affiliated Clubs, Regional Associations and Associate Members by;
 - Sourcing funding and grants and assisting with applications
 - Providing resources, knowledge and expertise and assistance with strategic planning, risk management, business / operational plans and inclusive club practices
 - Assisting in the organization of workshops, courses and forums and promotion of external education opportunities
 - Utilising technology to automate administration processes
 - Undertaking Club Health Checks
 - Assist the VWA Club and Workforce Development Coordinator in the review and coordination the annual VWA affiliation process
 - Support the establishment of new Volleyball WA affiliated Clubs and Associations
4. Coordination, management and administration of people development activities
 - Assist in the delivery of the Accessible Education project for the regions (as listed) affiliated Volleyball Associations, Community Groups and Schools, including;
 - Delivery of education workshops and courses
 - Up-skilling of Presenters
 - Development and support of education hubs
 - Plan and implement an annual education calendar for the Regions (as listed) courses, clinics, presentations and related activities
 - Guide coaches and referees through the Volleyball Australia Coach and Referee Education Courses and Accreditation processes
 - Deliver volunteer development and retention programs, training and activities
5. Regional Development administration including:
 - Managing data within the Volleyball WA CRM
 - Production of content for social media and communication forums
 - Monitoring of activity and course budgets
 - Data collection and production of monthly reports
6. In conjunction with the VWA Schools and Junior Development Coordinator, plan and implement the annual VWA Junior calendar events and activities.

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 key stakeholders from a range of diverse backgrounds, including athletes, parents, coaches and referees, schools, clubs, contractors and venue providers.

- **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 in regards to all of the activities outlined in the position description and document and share this information and knowledge effectively with internal and external stakeholders.

- **Organisational Skills**

Display a high level of organisational skills and a proven ability to manage priorities and meeting tight 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 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. Take 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 successful completion of tasks.

- **Continuous Improvement**

Show a commitment and active contribution to finding more efficient and effective ways to service to the volleyball community in WA. Demonstrate creative and innovative ways to provide participation and development programs, products and events for all members of the volleyball community.

Application Process

Applications must follow the outline provided below to be considered;

- All applications must include the following;
 - Cover letter addressing the Key Performance Indicators
 - Current Curriculum Vitae, including referee detailsPlease note, preference will be given to those candidates that can demonstrate experience in the sports industry or not-for-profit sector
- Applications must be submitted via SEEK - <https://www.seek.com.au/job/50997252>

- **Applications close COB Friday 4th December, 2020** – late applications will not be accepted

Please note: the preferred candidate will be required to complete a Working with Children's Check.

Queries

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

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