



## Development Coordinator

### Position Description and Key Selection Criteria

<b>Position title</b>	Development Coordinator		
<b>Department</b>	Sport	<b>Reports to</b>	General Manager
<b>Classification</b>	Coordinator	<b>Direct reports</b>	Nil
<b>Location</b>	State Volleyball Centre @ Dandenong Stadium 270 Stud Road DANDENONG NORTH		
<b>Employment status</b>	Permanent, fulltime		
<b>Salary package</b>	As agreed, commensurate with experience and skills		
<b>Employment Conditions</b>	Volleyball Victoria's Office hours are Monday – Friday, 9:00am – 5:00pm. Weekend and evening work will be required, due to the nature of the sporting industry. Staff are employed in accordance with the terms and conditions outlined in their contracts.		
<b>Environment</b>	Volleyball Victoria Inc ( <b>Volleyball Victoria</b> ) 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. Volleyball Victoria has five fulltime and two part-time employees, with four Coordinators responsible for the core work: Membership, Development and Education, Pathways, and Events and Competitions.		
<b>Values</b>	Inclusivity, Integrity, Pride, Respect, and Commitment		



<b>RESPONSIBILITIES AND DUTIES</b>
<b>Sport Development</b>
<i>Clubs &amp; Associations</i>
Liase and support clubs and associations in the adoption, delivery, and maintenance of preferred programs (eg Spikezone, <i>Sporting Schools</i> , etc)
Support and utilise the association profile and action plan developed in conjunction with the Member Services Coordinator
Assist with, and action, club and association enquiries; including telephone calls, emails, and other correspondence
<i>Individuals</i>
Coordinate, assist, and, when required, action member enquiries; including telephone calls, emails, and other correspondence
<b>Programs</b>
<i>Regional Association Development Officer Initiative</i>
Lead Volleyball Victoria's participation in the establishment and implementation of the RADO initiative
Liase, coordinate, and communicate with relevant stakeholders
Support the development and implementation of an annual plan, including negotiating satisfactory outcomes and investment, and monitor outcomes
Develop and maintain relationships with stakeholders, State and local government, and other volleyball, sporting, and interest groups
<i>Spikezone</i>
Liase, coordinate, and monitor program delivery, both internally and by stakeholders
Supervise the coordination of all program requests and delivery, including weekly and school-holiday programs at State Volleyball Centre



<p>Liase with Volleyball Australia, the Australian Sports Commission, and other relevant providers to ensure program content, resources, and equipment remain consistent and up to date with current practice</p>
<p>Sporting Schools</p>
<p>Liase, coordinate, and monitor program delivery, both internally and by stakeholders</p>
<p>Supervise the coordination of all program requests and delivery</p>
<p>Liase with Volleyball Australia, the Australian Sports Commission, and other relevant providers to ensure program content, resources, and equipment remain consistent and up to date with current practice</p>
<p><i>CALD, AAA, etc</i></p>
<p>Liase, support, and partner local government authorities, peak bodies, state sporting associations, and other stakeholders in the development and delivery of volleyball opportunities</p>
<p>Seek to ensure that events, competitions, clinics, courses and other relevant activities are accessible</p>
<p>Support the General Manager in identifying and sourcing funding opportunities</p>
<p><b>Education &amp; Training</b></p>
<p>Develop and implement an annual statewide education and training plan that ensures availability of appropriately qualified personnel to meet demand in conjunction with the Pathways Coordinator</p>
<p>Establish and maintain a statewide network of accredited presenters</p>
<p>Ensure all candidates can access the necessary requirements to complete their accreditation and process relevant administration</p>
<p>Maintain an accurate register of accredited personnel in a timely manner</p>
<p>Liase with Volleyball Australia, the Australian Sports Commission, and other relevant training providers to ensure course curriculum, resources, and presentation formats remain consistent and up to date with current practice</p>



<b>CRM &amp; Communications</b>
<i>Database</i>
Ensure that all relevant information is accurately recorded in the database in a timely manner
Treat all information in the database in accordance with Volleyball Victoria Privacy Policy
<i>E-News, website, social, and other</i>
Provide timely content relevant to the community and other stakeholders for publication on various media, as required
<b>Finance</b>
Liaise with Accounts & Office Manager to ensure accurate, timely invoicing
Manage the financial resources of sport development
<b>External Relationships</b>
Liaise with Volleyball Australia, as required
Liaise with Stadium Management, as required
Develop and maintain relationships with external stakeholders including sponsors, suppliers, State government agencies, local government authorities, and other volleyball, sporting, and interest groups
<b>Other</b>
<i>Administration</i>
In conjunction with Events and Competitions Coordinator, coordinate and monitor the Events Officer
Provide senior management with timely updates for the Board and other reporting
Undertake administration tasks as required in a small team
Carry out other duties as directed by the General Manager



### **Key Selection Criteria**

- Relevant tertiary qualifications an advantage
- Experience of a minimum five (5) years in a related field
- Knowledge of sporting culture, organisations, and issues facing community sport
- High level understanding of club development principles and practice
- Demonstrated understanding of member-based organisations and member-first philosophy
- High level of organisational skills and priority setting
- Understanding of junior entry level programs
- Understanding of sport accreditation framework for coaches and officials
- Desire to work in a small team and preparedness to learn on the job
- Ability to form strong and productive working relationships with stakeholders
- High level communication skills (written and oral)
- Preparedness to travel to country regions and inter-State and to have flexibility in hours of work
- Current Working with Children Check and Victorian driver's license
- Knowledge and understanding of volleyball will be an advantage