



# JOB DESCRIPTION

<b>Job Title:</b>	Volleyball Australia National Education Coordinator
<b>Reports to:</b>	VA National Education Manager (NEM)
<b>Contract Length:</b>	Full-Time contract until 31 December 2020
<b>Remuneration:</b>	\$58,000 - \$62,000 (inclusive of superannuation)
<b>Location:</b>	Australian Institute of Sport, Canberra
<b>The Organisation</b>	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.
<b>Job Purpose</b>	To provide coordination and administrative support for Volleyball Australia's Coach and Officials Education and Development program.
<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate Coach and Officiating Accreditation and Development Programs</li> <li>• Development and coordination of education courses for coaching, officiating, staff, athletes and volunteers</li> <li>• Assist in the development of educational modules, content and resources.</li> <li>• Promotion and marketing of VA Educational programs / products</li> <li>• Coordination and Development of E-Learning platform in consultation with VA IT</li> <li>• Maintain E-Learning platform with VA IT e.g. customer enquiries and errors</li> <li>• Manage Coach and Officials Database for currency and accuracy</li> <li>• Administration of Referee Advisory Committee (VARC)</li> <li>• Coordinate appointment of officials for all VA run events</li> <li>• Verification of coaches for all VA run events</li> <li>• Develop and maintain strong relationships with International, National and State associations, and other key stakeholders to support the achievement of program delivery.</li> <li>• Deliver written communication to stakeholders</li> <li>• Deliver on key deadlines associated with the role</li> <li>• Represent VA effectively in relevant forums</li> <li>• Work collaboratively with the coaches and officials of VA programs</li> <li>• Any other activities as directed by the NEM, TD or the CEO</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 and Adobe Suite with an aptitude in learning other specific industry or commercial software</li> <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 national sport programs and communicating with a wide range of audiences including external stakeholders, 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>• Some travel within Australia may be required.</li> <li>• Comply with all policies set down by Volleyball Australia and ensure that they are implemented as appropriate.</li> </ul>