



Water Polo

WESTERN AUSTRALIA

COMPETITION COORDINATOR

Salary - \$50,000 - \$55,000 per annum

Contract to 30 June 2021 with possible extension

ORGANISATION DESCRIPTION and MISSION

Water Polo WA Inc (WPWAI) is the recognised State Sporting Association of Water Polo in WA. Our mission is to advance Water Polo within Western Australia and align to the overall strategic direction of Water Polo WA and Water Polo Australia.

KEY FOCUS OF THIS POSITION

The Competition Coordinator will deliver the Perth Metropolitan competition in the summer season, provide support for the State Country Championships and contribute to event and operations administration in the off-season period.

THIS POSITION REPORTS TO THE FOLLOWING POSITION:

General Manager

THIS POSITION HAS THE FOLLOWING DIRECT REPORTS:

None

KEY RESULT AREAS (KRA)

CORE DUTIES:

- Lead the planning, delivery and evaluation of WPWAI Competitions.
- Be WPWAI point of contact in respect to competitions
- Provide competition support to regional associations
- Manage pool bookings
- Oversee competition structures of regional and metro events
- Administer and contribute to the operations of the Competition Advisory Group
- Compile an annual competition calendar
- Manage the online sports management platform (Revolutionise Sport)
- Competition results and structures
- Implement and track a strict budget
- Allocate referees and officials for fixtured games in collaboration with Officials and Referee Coordinators
- Ensure end of month referee payments recorded and processed
- Support the delivery of School Sport WA, PSA and IGSSA competitions
- Provide monthly reporting and statistics to the General Manager
- Contribute material and content to social media platforms
- Promote the partnerships with sponsors aligning to existing contracts and agreements

Related Duties

- Assist with the implementation of the Water Polo WA Participation Growth Plan through the delivery of new competitions or participation experiences.
- Assist with planning and delivery of other competition projects as required by the General Manager.
- Assist with planning and delivery of Water Polo events which are hosted in WA



EXPERIENCE REQUIRED TO UNDERTAKE THE POSITION:

Essential

- Excellent organisational skills and ability to manage and prioritise tasks.
- Well Developed interpersonal and communication skills.
- Demonstrated project management & program delivery skills.
- Ability to work independently.
- Ability to work well in a small team environment.
- Proficient in Microsoft word & excel.
- A good understanding of the club environment and community sport.
- Budget management.
- Adhere to privacy and confidentiality procedures as set by WPWAI
- A current driver's license and access to own vehicle for transport.
- Demonstrated ability to work collaboratively
- Ability to obtain a Working With Children Check.

Desirable:

- Understanding of the sport of Water Polo.
- Relevant sport management qualifications

COMPETENCIES (SKILLS, KNOWLEDGE, EXPERIENCE) REQUIRED FOR THIS POSITION:

<p>1. Technical Knowledge General knowledge of Water Polo and game development techniques.</p>	<p>5. Initiative Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities.</p>
<p>2. Computer literate Advanced knowledge of Access, Word, Excel, Explorer, Outlook/Google account and PowerPoint. To have advanced knowledge and use database software such as Revolutionise or any other software used by WPAL</p>	<p>6. Planning and Organising Ability to organise and prioritise a course of action for self and to accomplish goals.</p>
<p>3. Effective Communication Ability to clearly convey information and ideas through a variety of media, including leading groups through participation games and in a fun environment.</p>	<p>7. Analytical Power Ability to identify priorities, issues and potential problems by integrating information from different sources and drawing logical inferences and valid interpretations from the data.</p>
<p>4. Client/Stakeholder Focus Ensuring relevant and timely communication with all Stakeholders.</p>	<p>8. Judgement Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.</p>
<p>5. Teamwork Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals.</p>	<p>9. Problem Solving Ability to recognise a problem, identify possible causes, generate alternative solutions and select the most appropriate course of action giving full consideration to all factors.</p>

Contact: General Manager. Sue Gliddon on 0437 908 599
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