



DEVELOPMENT COORDINATOR

Salary - \$55,000 - \$60,000

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 Development Officer will be responsible for development and growth of the sport including participation, school engagement, player pathways, coach, referee, and official's development.

<p>THIS POSITION REPORTS TO THE FOLLOWING POSITION:</p> <p>General Manager</p>	<p>THIS POSITION HAS THE FOLLOWING DIRECT REPORTS:</p> <p>None</p>
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KEY RESULT AREAS (KRA)

- CORE DUTIES:**
- (1) Recruitment and Retention Programs**
- Lead the planning, delivery and evaluation of recruitment and retention programs in clubs, schools and communities to deliver against the WPWAI Strategic Plan.
 - Develop and implement the Water Polo WA Participation Growth Plan.
 - In conjunction with the General Manager, develop and implement the Water Polo WA Regional Development Plan.
 - Promote awareness of the FlippaBall and junior water polo programs to the WA Water Polo community and key education stakeholders.
 - Contact and liaise with clubs regarding the planning and delivery of Flippaball and Junior water polo programs.
 - Provide training and support to club personnel and coaches, including frequent on-site visits to ensure consistent delivery of FlippaBall and Junior water polo programs.
 - Actively promote to schools for inclusion in the Schools Sport Program
 - Aid with the development and establishment of new clubs and support club development at existing clubs
 - Provide development support and servicing needs to regional areas
 - Work with clubs to support the transition of players through the pathway (FlippaBall, Juniors, Seniors, Masters and High Performance)
 - Coordinate State Teams including selection events and coach appointments
 - Contribute material and content to social media platforms
 - Promote the partnerships with sponsors aligning to existing contracts and agreements
- (2) Coaches and Officials Development**
- Lead the planning, delivery and evaluation of coach and official's development programs in clubs, schools and communities to deliver against the WPWAI Strategic Plan.



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- Grow the number of accredited active coaches, referees and technical officials in Western Australia.
 - Develop strategies to recruit and train coaches as part of the Sporting Schools Program.
 - Organise the delivery of Water Polo WA Sport Education programs including Coach, Umpire and Technical Officials courses and practical assessments.
 - Promote the coach, referee and technical official's accreditation pathway and Water Polo's game education calendar.
 - Organise and deliver Water Polo WA coach and official's professional development opportunities including, as a minimum, an annual symposium.
 - Work with clubs and associations to deliver Coach and Umpire Courses.
- Other Related Duties:**
- Assist with planning and delivery of other development projects as required by the General Manager.
 - Development, management and reporting on the Sport Development budget and KPI's.
 - Assist with planning and running designated 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.
 - Developed interpersonal and communication skills.
 - Demonstrated sport development experience.
 - Ability to meet deadlines and prioritise tasks
 - Capacity to engage and excite primary and secondary school aged children.
 - Ability to work independently.
 - Ability to work well in a small team environment.
 - Experience in engaging and coordinating casual staff
 - Proficient in Microsoft word & excel.
 - A good understanding of the club environment and community sport.
 - Budget management.
 - Capacity to generate monthly reporting and statistics to the General Manager
 - Adhere to privacy and confidentiality procedures as set by WPWAI
 - A current driver's license and access to own vehicle for transport.
 - Ability to obtain a Working with Children Check.
- Desirable:**
- Understanding of the sport of Water Polo.
 - Experience coaching Water Polo
 - Experience coaching and/or teaching young children
 - Relevant sport management/exercise science/coaching or teaching qualifications

COMPETENCIES (SKILLS, KNOWLEDGE, EXPERIENCE) REQUIRED FOR THIS POSITION:	
<p>1. Technical Knowledge General knowledge of Water Polo and game development opportunities.</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>



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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.	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.
4. Client/Stakeholder Focus Ensuring relevant and timely communication with all Stakeholders.	8. Judgement Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.
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.	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.

STAKEHOLDERS within this role

- Water Polo Australia
- WA Institute of Sport
- Member Associations of WPWAI
- Sponsor Partnerships
- WA Aquatic Sports Steering Group

Contact: General Manager. Sue Gliddon on 0437 908 599

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