

<b>POSITION TITLE</b>	Competitions Coordinator
<b>EMPLOYEE</b>	Vacant
<b>RESPONSIBLE FOR</b>	Supports the delivery of Hunter Volleyball competitions and programs in accordance with Hunter Volleyball's values and policies
<b>EMPLOYER</b>	Hunter Volleyball Inc (HV)
<b>LOCATION</b>	Primarily conducting administration tasks from home Competition and program delivery at local venues: <ul style="list-style-type: none"> <li>• Newcastle Basketball Stadium, Young Road, Broadmeadow</li> <li>• Hunter Sports High School, Pacific Highway, Gateshead</li> </ul>
<b>REPORTS TO</b>	President, Hunter Volleyball
<b>EMPLOYMENT</b>	Fixed Term Contract
<b>AWARD</b>	Sporting Organisations Award 2010 - Clerical & Administrative Staff

## ORGANISATION SUMMARY

Hunter Volleyball Inc. is an Affiliate of Volleyball NSW, undergoing an exciting growth in programming and competitions across the Hunter Valley region of NSW with Participation Hubs in Lake Macquarie and Newcastle local government areas. Maitland is the next location that a Participation Hub will be established during 2022. We are strategically growing the sport across all ages and expanding our delivery from indoor, to beach and park volleyball experiences. Now is the time to get involved, develop your career in competitions and sport programs administration, and be a significant contributor to our association's growth of volleyball in the region, and the State.

## POSITION SUMMARY

This role will require a proactive and engaging candidate to support the Committee in delivering a thriving portfolio of junior development programs, adult social competitions, and regional representative programs. Sound administration skills, personal time management, and practical experience in event coordinator or similar role are essential.

You will be supported by dedicated Committee members to successfully achieve the requirements of this role, ensuring successful planning, communication, and delivery occurs in service of our members.

The current programs and competitions within the portfolio include:

1. U15 Spikeroos junior participation program;
2. U17 Boys and Girls junior social competitions;
3. U18 Junior Volleyball League (launching June 2022);
4. Adult Social Competitions;
5. Regional representative program featuring junior and senior squads; and
6. Regional event hosting, including beach volleyball and indoor tournaments.

It is essential that the successful candidate can operate autonomously with limited direct supervision, while maintaining a clear service orientation and demonstrating the positive and inclusive culture of the association. The successful candidate will be mentored to maximise available resources in delivering exceptional participation experiences on time and on budget.

Experience in volleyball is highly regarded, however demonstrating a willingness to learn new skills and grow within the community will be highly regarded and valued.

## KEY FUNCTIONS, RESPONSIBILITIES & OUTCOMES

With support from highly experienced Committee members, the Competitions Coordinator will be responsible for:

### ADULT SOCIAL COMPETITIONS

- Assist in the planning and delivery of the Adult Social Competitions delivered at Broadmeadow (Tuesdays) and Gateshead (Wednesdays). Presently each venue hosts three competitions per year, between February and December.

### JUNIOR PARTICIPATION PROGRAMS & COMPETITIONS

- Assist in the planning and administration of the following programs:
  - Spikeroos participation program, delivered by Accredited Coaches at Gateshead (Mondays and Wednesdays).
  - Junior Social Competition, delivered by Accredited Coaches at Gateshead (Mondays and Wednesdays).
  - Junior Volleyball League, delivered by Accredited Coaches at Gateshead on Mondays from June.

### REGIONAL SOCIAL TOURNAMENTS

Assist in the planning and delivery of Regional Social Tournaments, whether these are delivered indoors, on the beach, or in a park. These may be one or two day events, and are held on weekends. Tournament venues may vary.

### GENERAL PORTFOLIO REQUIREMENTS

Activities to be delivered for across the portfolio of weekly competitions, junior programs and social tournaments include:

- promotion of draws and team information as requested by the Committee;
- being the first point of contact for Team captains and program participants;
- verification of member registrations and creating online Events via the RevSport member portal;
- administration of the results in accordance with the By-Laws or Tournament Rules, and publication of the draw and results on the Association website;
- attending the venues, setting up for competition and packing down;
- monitoring the quality and condition of equipment, ensuring the safety of players is paramount, and reporting items requiring attention to the Committee;
- overseeing player / spectator attendance, administering basic first aid if required, and reporting matters to the Committee as required;
- ensure injuries are recorded as required for insurance purposes and as instructed by the Committee;
- prepare and present an end of season Venues Report for the Committee.

### ADDITIONAL TASKS WITHIN THE ROLE

- Assist with the coordination of the Association's AGM;
- Equipment maintenance and storage;
- Content creation for the Website and Social Media channels relevant to the portfolio; and
- Any other reasonable tasks associated with competition and program delivery or venue supervision as requested by the Committee from time to time, within the skillset and experience of the employee.

## SELECTION CRITERIA

Selection and appointments will be assessed against the following selection criteria.

### Essential

1. Proven experience as an event coordinator or similar role;
2. Sound organisational and time management skills;
3. Effective interpersonal skills and written and verbal communication skills that can be adapted for various audiences;
4. Intermediate experience using Microsoft Office (Word, Excel, Teams) or Google Applications (Drive, Docs, Sheets, Forms);
5. A valid Working with Children Clearance;
6. Demonstrate a personal commitment to ensure personal safety and the safety of others;
7. Current C Class Driver's Licence.

### Highly Desirable

8. Experience with website content management systems such as WordPress or Webflow.
9. Current Apply First Aid Certificate.
10. Awareness of safe work environment principles and ensuring Workplace Health and Safety requirements are followed.

## KEY RELATIONSHIPS

### Reports to:

Hunter Volleyball President

### Key Internal Liaisons:

Hunter Volleyball Committee

### Key External Liaisons:

Venue Operators

Third-Party Service Providers

Volleyball NSW Staff

## EMPLOYMENT CONDITIONS

- The role is part-time, up to hours 20 per week paid fortnightly.
- This fixed term contract expires on 21 December 2022.
- Regularly rostered afternoon and evening work forms the basis of this role, specifically Monday, Tuesday and Wednesdays.
- Delivery of social tournaments requires additional weekend work. The hours and days of work will be negotiated upon commencement in line with the 2022 calendar.
- Award Rates will be paid under the Administrative & Clerical Staff (Grade 3) classification of the Sporting Organisation Award 2010, plus leave loading and Superannuation Guarantee Contributions.
- Four weeks annual leave and ten days personal leave apply, on a pro-rata basis.
- A probation period of two months will apply to this position.
- A uniform is provided.

## APPLICATIONS

- Please provide a Letter of Application addressing the Selection Criteria (maximum 2 pages) and a Curriculum Vitae to Hunter Volleyball's Secretary, Nienke de Vlieger, via email [play@huntervolleyball.com.au](mailto:play@huntervolleyball.com.au).
- Applications close at 4.00pm Friday 11 March 2022, however Hunter Volleyball may seek to progress to interview upon receipt of applications. Applicants are encouraged to apply promptly.