



POSITION DESCRIPTION

Position:	Development Officer
Location:	Perth, Western Australia
Reports to:	FencingWA Board of Directors

About FencingWA

FencingWA is the governing body for the Olympic sport of Fencing in Western Australia. Our vision is for Western Australian's of all ages and abilities to be aware of, and take an interest in, the sport of fencing as an exciting, accessible, challenging and enjoyable sport.

Our focus is to provide the following:

- To promote development and growth of the sport of fencing in Western Australia,
- Ensure inclusive, lifelong safe and enjoyable participation and achievement of our members,
- Provide pathways to support the development of our athletes, coaches and officials,
- Provide for the competitive and recreational needs of all our members; and
- Represent the interests of the sport to government and other key stakeholders.

The Development Officer

FencingWA seeks the services of a State Development Officer to promote the sport of fencing and to increase fencing participation in Western Australia. The Development Officer will coordinate between the community, fencing clubs, membership, FencingWA CEO, state association and national association to deliver programmes, increase the number of clubs operating in WA and continue to developing existing clubs and their services.

The State Development Officer will coordinate promotional coaching services delivered by fencing coaches in Western Australia, and work creatively to promote the sport of fencing to deliver the broader objectives of FencingWA. This role will also require the development officer to seek out and apply for grants to fund and implement community based programmes. The implementation of programmes to schools and communities, along with development of clubs will require the development officer to travel.

Monthly reporting to the FencingWA board through written report will need to be delivered before the Board meetings, with quarterly presentations presented in person to the board detailing results in comparison to KPIs.

It would be advantageous if the development officer possessed the ability to step in to provide coaching services where required; however this must be balanced with the Association's desire to grow the depth of sport and therefore to ensure a range of coaches delivering services in Western Australia.

Responsibilities

Core Responsibilities;

- Promote the aims and objectives of Fencing WA, within the Fencing and general community.
- Development and administer grass root recruitment and retention programmes designed to grow the sport in Western Australia
- Identify clubs/coaches willing to promote their club to nearby schools (where proximity is generally assumed to be the area in a radius approximately mid-way to the closest club, and noting any obvious natural barriers (eg. freeways, rivers etc);
- Manage key development performance measures against FencingWA Strategic and Operational plans.

Key Duties;

- Promote/encourage participation in the State Development program among Clubs, including through the preparation of materials for the Association website and/or newsletters, and through personal representation to Club coaches, executives and/or committees;
- Within the catchment of clubs willing to participate in the State Development program (ie. With members/coaches willing to deliver services), promote fencing in schools by contacting and offering displays and/or have a go sessions. Such displays/have-a-go sessions will be co-funded by the Association according to a set formula;
- Act as the primary contact point for schools and other youth services (particularly targeting the 8-12 year old age group), and coordinate the delivery of coaching services between local coaches/clubs. This will include ensuring services are delivered as promised, and that clubs/coaches invoice the Association for payment as specified;
- Liaise with treasurer and coaches to advise on payment of coaches, and where appropriate, any invoicing of schools;
- Coordinate the collection and collation of data in a format suitable for reporting to State and Commonwealth Governments and the Australian Fencing Federation. Data should typically include the number, gender and age of recipients of fencing services, and the type and duration of the service delivered.
- Report quarterly to FencingWA on key data, progress, issues, ideas and opportunities in relation to fencing development in Western Australia;
- In consultation with the FencingWA President and FencingWA CEO, liaise with the Department of Sport and Recreation and other relevant State, National and International bodies with respect to coaching and sports development – reporting back to FencingWA as required;
- Specifically, liaise with the relevant officers within the AFF in relation to the delivery of the AUSFencing Programme in Western Australia, in consultation with the FencingWA President;
- Liaise with the Australian Sports Commission with respect to coaching in the 'Active After School Communities' (AASC) coaching programmes and similar initiatives;
- Recommend and implement innovative means of increasing participation in fencing within Western Australia, including further iterations of the State Development Plan;
- Provide advice to FencingWA regarding safety issues in fencing in Western Australia.

- Other duties, as may reasonably be expected of the position, within the time available, and as requested by FencingWA or upon the State Development Officer's own initiative;
- Additional duties, as time and circumstance allows may include the following:
- Personally delivering services where an alternative coach is unavailable to deliver such services (at the same rates set by the Association for other coaches);
- Mentoring other coaches to provide services on behalf of FencingWA;
- Assist existing community fencing clubs to grow, including advising on promotional opportunities, coordinating festival attendances and other public displays;
- Assisting to set up new community fencing clubs in appropriate locations in line with FencingWA objectives and operational plans;
- Apply for grants for the promotion of the sport of fencing which would go towards coaching and equipment to coach in schools;
- Travel to regional Western Australia periodically to deliver basic coaching/promotional services to regional communities as the opportunity allows;

Key Performance Indicators

Unless otherwise agreed, KPIs shall be as follows, subject to discussion and agreement between the successful candidate and the FencingWA Committee:

- Identify at least three clubs willing to provide promotional coaching services in return for payment of \$100 per school (promotion must entail a school visit, delivering either a 'have a go' session, or school assembly display);
- Contact at least 10 primary schools and/or high schools within the catchment of clubs interested in providing services. Suggested contact means is via e-mail with follow up by phone as required. Target age groups shall be 8 to 12 year olds, although variance outside of these is acceptable, dependent upon wishes of individual clubs;
- Identify 5 additional new clubs (Metro and Regional Western Australia) and assist members to set up governance, grants, advertising and equipment.
- Arrange activities within at least four schools interested in such a promotion. Ensure that consultant, school and individual deliverer (either coach or named club volunteer) are each aware of delivery details (these may be arranged directly between school and deliverer but consultant should be informed);
- Ensure deliverer has access to (and within consultants control the deliverer distributes) FencingWA flyers or other promotional material;
- Follow up with deliverer to ensure successful delivery of program, including demographic details (ie. Delivery location and approximate number, ages, gender breakdown of recipients);
- Follow up with school with short survey (to be devised by consultant in consultation with FencingWA), to identify overall satisfaction / areas of improvement of delivery;
- Prepare quarterly reports (to be returned by 15 April, 15 July, 15 Oct and 15 January respectively) detailing activities, including:

Clubs contacted;
Schools contacted;
Programs delivered;
Collated demographic information;
Collated feedback;
Any observations/recommendations/ideas for further improvement.
Any other activities performed in fulfilment of duties (either upon request from FencingWA or upon own initiative);

SELECTION CRITERIA

Required

Candidates for the role of State Officiating Director will require a range of personal and professional skills. The successful applicant will possess:

- Strong and effective leadership skills.
- Outstanding organisational skills, excellent written and verbal communication and interpersonal skills.
- Be reliable, punctual and courteous, and be self-motivated and well presented at all times.
- Be a lateral thinker, with time management, and influencing skills;
- An ability to plan, promote and deliver courses and programs;
- Ability to be part of a cohesive team.
- Ability to work to budget and accurately forecast financial outcomes.
- Ability to manage records, information and databases (as required).
- Ability to manage unpredictable demands in a professional and courteous manner.
- Have 2 or more years of fencing experience and a broad understanding of all three fencing weapons.
- Engagement of the successful candidate will be subject to obtaining a Working With Children Check (See <http://www.checkwwc.wa.gov.au/checkwwc> for more details).

The successful candidate will be required to develop and manage a range of internal and external relationships, often in unstructured settings including:

- AFF Executive
- State Association Officials
- National Officiating Director
- National Coaches including Home Coaches
- State Coaching Directors
- Athletes
- Parents of Junior Athletes
- Coaches
- Sponsors.

Preferred

The following skills and qualifications are preferred requirements for the role:

- An AFF Level 1 Coaching Qualification or higher.
- A minimum of two (2) years experience in coaching development, training and accreditation.

OTHER INFORMATION

Term: Initial term of 12 months with further extension subject to satisfactory performance and financial position of State.

Remuneration: \$1500 per annum (excluding GST), to be paid quarterly, upon receipt of quarterly reports and a tax invoice quoting the ABN of the consultant.

Close of Applications: 15 March 2017.

Note: The Association reserves the right to make multiple appointments.