



Contractor Position

SERVICES DESCRIPTION – SPORT PATHWAY

TITLE: **Sport Pathway Coordinator**

REPORTS TO: Executive Officer

PURPOSE OF SERVICE

Support the Fencing Western Australia (FWA) with the delivery of the FWA Strategic Plan outcomes and actions as outlined in the operational plan.

The position's key purpose will be.

- Development and delivery of FWA State Team and state athlete initiatives and activities.
- Overseeing membership, both new and renewals, as well as membership communication, including reception and general office duties.
- Plan and coordinate the delivery of development opportunities within the sport, including but not limited to Education, Club development opportunities, national events and other projects as required.

KEY SERVICES

State Teams and State Squad

- Prepare the annual calendar for all key projects and activities within the overall FWA Calendar, liaising with the Events Committee and the Executive Officer.
- Secure venues and manage budgets for all initiatives, travel and projects.
- Coordinate bookings, travel arrangements, and administrative tasks for state team participation.
- Assist with reviewing and updating relevant policies, regulations and guidelines.
- Ensure that all guidelines and procedures in State Team Selection are followed and implemented, maintaining communication with all relevant parties.
- Implement and deliver an annual state team survey and provide a report to the Board and relevant community members.
- Develop and implement the use of checklists and processes.



Initiatives, Projects and Courses

- Plan and deliver projects and development opportunities for the fencing community.
- Provide administrative support for all FWA Initiatives, and projects.
- Engage in the marketing, promotion, delivery and quality of programs, products and services as required.
- Provide social media support as required.
- Support the submission delivery and acquittal of grants as required.
- Provide updates for the operational plan, strategy and operational report and annual report.
- Maintain and update relevant sections of the FWA website.

Administration

- Provide administrative services and support as required.
- Assist in publishing the FWA annual calendar and maintaining communication with stakeholders.
- Manage inquiries, update websites and social media, and maintain relevant registers.
- Communicate to the membership as required.
- Maintain and report on the member register.
- Reporting as required, including operational reports for the Board and stakeholders.
- Support the submission, delivery and acquittal of grants as required.

General

When providing a service as a contractor for the FWA, the following general conditions apply.

- Attend courses and workshops as required.
- Must comply with all FWA policies and procedures.
- Implement the FWA policies and procedures.
- Ensure FWA programs, products and services are consistently presented in a strong positive image to the public and relevant stakeholders.
- As required, attend events, workshops and meetings.
- Other duties as determined by the Executive Officer from time to time.



KEY INTERACTIONS

- Executive Officer
- Administrators
- Clubs, volunteers and members
- Stakeholders
- Board Members

General Note

- This is a contracted position, and the services may change as the outcomes of the operational plan change. Any changes to the services within the current contract will be upon a mutual agreement with the contractor and the FWA.
- It may become necessary to modify/change the services from time to time.

SKILLS AND COMPETENCIES REQUIRED

Communication

- Speaking Effectively:
 - Is a very skilled communicator and can shape the conversation to suit the audience.
- Writing Effectively:
 - Ensures key messages are portrayed through accurate reporting and documentation.

Teamwork

- Fosters Teamwork:
 - Is a strong collaborator driven to work hard as an individual to ensure the group's success.

Honesty & Integrity

- Can follow through on the commitments while modelling the values of the organisation.

Diversity:

- Promotes respect for diversity and the importance of culturally appropriate behaviours.

Initiative & Enterprise

- Takes the initiative:
 - Consistently looks for opportunities to improve programs and processes and can effect change without assistance from others.
 - Solving Problems:
 - Can anticipate problems and ways to solve them. Encourages others to seek out



the appropriate ways to solve problems.

Planning & Organising

- Planning:
 - Initiative-taking and able to identify what is needed to plan for projects and broader goals successfully.
- Managing Work:
 - Highly motivated and able to manage their workload, adjusting their plans where necessary to ensure that outcomes are achieved.

ESSENTIAL CRITERIA

- Demonstrated experience in communication, development or sports administration.
- Demonstrated experience working with volunteers in a not-for-profit environment.
- A passion for the sport.
- Strong communication skills and ability to elicit cooperation from and work with a range of people.
- The ability to plan, prioritise work and maximise the use of internal and external resources to achieve outcomes.
- Independent worker that can also work in a team environment.
- WWC Card

CONTRACTED POSITION

- 6-month contracted position with the potential to extend.
- 6 Month Contract \$5497
- ABN required.
- Public liability insurance is required.
- 26 hours per month.
- Own office space and tools

HOW TO APPLY

Please send a cover letter outlining your experience and CV to the Executive Officer at fencingwaexecutive@gmail.com by the 12 August 2024.

Applications Close

Enquiries

Ruth Gibbons

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