



Contractor Position

SERVICES DESCRIPTION – EVENTS

TITLE: Events
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.

- Administrating FWA State Events and fostering opportunities for Fencing in WA.
- Providing event administration and event membership support.

KEY SERVICES

Event Planning and Coordination

- Prepare the annual event calendar in collaboration with the Events Committee as part of the FWA Calendar development.
- Secure and book event venues.
- Make sure the event actuals are aligned with the budget and carry out event-related stock take.
- Collaborate closely with the FWA Events Committee to align yearly event strategies and plans.



Administration of Events

- Facilitate event communication to the Event Committee, Tournament Director, members, participants, staff, and volunteers as required.
- Collaborate with the Event Committee & Tournament Director on event preparation, reviewing event processes, frameworks, and policies, implementing necessary changes for improved efficiency and effectiveness.
- Liaise with the clubs over the appointment of Tournament Directors for each event.
- Assist with the continued implementations of the event volunteer handbook with roles and responsibilities.
- Set up event registration, payments and ensure registrations for all participants.
- Handle all administrative tasks associated with the event execution and registrations.
- Develop and implement the use of event checklists and processes.
- Engage in marketing initiatives to promote events and ensure their success.
- Conduct stock takes and maintaining an accurate event asset register.
- Generate and manage the Event Draws and Schedule

Event Administration

- Provide administrative services and support as required for FWA initiatives.
- Manage inquiries, update websites and social media, and maintain relevant registers.
- Communicate to the membership as required.
- Reporting as required, including operational reports for the Board and or stakeholders.
- Support the submission, delivery and acquittal of grants as required.

General

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

- Attend courses and workshops as required.
- Must comply with all policies and procedures.
- Implement the policies and procedures.
- Ensure 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 and or President 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 \$2828
- ABN required.
- Public liability insurance is required.
- 13 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 Monday 12Auust 2024.

Enquiries

Ruth Gibbons
Executive Officer
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