

## Company and Position Details

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<b>Position Title:</b>	Participation, Pathway and Administration Officer (PPAO)
<b>Reports To:</b>	Chief Executive Officer (CEO)
<b>Direct Reports:</b>	NIL
<b>Position Status:</b>	The PPAO position is a full-time position and is subject to the terms and conditions of the organisation's Employment Agreement.
<b>Location:</b>	Rowing South Australia Office 100 Military Road West Lakes Shore, SA 5020

### Position Overview:

Rowing South Australia (RSA) is the peak body for rowing in South Australia. *We promote, provide and administer rowing to create opportunity for all to enjoy the sport.*

We are seeking a highly motivated and energetic candidate with a sound knowledge and understanding of sport development, possessing strong relationship and organisational skills to assist in the growth and development of rowing in SA.

Reporting to the CEO, the Participation, Partnerships and Administration Officer is primarily responsible for the implementation of all development initiatives for the general public, clubs, schools, coaches and officials to improve the recruitment and retention for each of these stakeholders across the state. This role will work closely with schools and clubs to build sustainable sport development structures and increase the broader profile of the sport. The ability to forge a close working relationship with potential new stakeholders, as well as Rowing SA affiliated bodies, staff and volunteers will be essential to the successful achievement of this position's objectives.

The successful applicant will have had exposure to sports administration and should possess specific knowledge and experience in sport education and development – knowledge of the rowing development pathway is crucial.

### Position Type:

Full time – 38 hrs per week, with some out of hours required

12-month contract leading to possible permanent role or extension

Prefer one appointee however would consider dividing the role into two part time roles

### Salary Package:

\$55,000 (plus Superannuation)

# Key Responsibilities

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## Club Development

- Develop and maintain effective working relationships with affiliated clubs to support the provision of best practices resources to enhance their capacity and capabilities.
- Lead the development and delivery of whole of sport growth and development initiatives.
- Support the delivery of Rowing Australia's development initiatives e.g. GROW

## Coach Development

- Develop and manage the Rowing SA Coaching Development Strategy to ensure the provision of:
  - sufficient accredited coaches to support current and future needs
  - appropriate opportunities to support the continued development of coaches' skills and knowledge and practical application.
- Lead the optimisation and ongoing implementation of the Rowing Australia Coach Accreditation Scheme in SA.

## Officials Development

- Review and assist in the management of the recruitment, retention, recognition, and education of Boat Race Officials.

## Athlete Development Programs

Lead the optimisation and delivery of programs across the following Rowing SA's market segments:

### Pathways

- Actively support the delivery of the Pathways Program in collaboration with the South Australian Institute of Sport (SASI).

### State Teams

- Coordinate and manage State Team operations and selections.
- Coordinate and manage Masters State Team operations and selections.

### Para-Rowing

- Recruit and manage Para-Rowing support to assist with program delivery.

### School Rowing

- Lead the ongoing development and implementation of programs designed to facilitate progression from school rowing to club rowing.
- Lead the development of strategies to increase the number of non-traditional rowing schools and club-based school-focused rowing programs.

### Coastal Rowing

- Coordinate and manage Coastal Rowing programs.

### Indoor Rowing

- Coordinate and manage Indoor Rowing programs and support the delivery of competitions.

## Regatta Operations and Administration

- Support the Regatta Operations and Coaching Manager with Indoor Rowing Competitions/events and general regatta operation tasks.
- Maintain Rowing SA's Social Media platforms and website.
- Coordinate Rowing SA's Marketing, Media and Communications.
- Support ongoing relations with Stakeholders.
- Coordinate annual Rowing SA Awards function and Annual Report.
- Assist other staff/volunteers and portfolios within Rowing SA if and when required.
- Any other duties within the Employee's capabilities and that are reasonable to expect the Employee to undertake as directed by the CEO from time to time.

## Selection Criteria

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### Position Requirements

#### *Essential:*

- NCAS Level 1 Rowing Coach Accreditation (or ability to attain prior to appointment)
- Tertiary qualifications in sports administration, coaching and/or appropriate work experience.
- Knowledge and experience of sport development pathways.
- Sports administration experience including program development, managing and coordinating volunteer's and working in small teams.
- Experience with and competency with Microsoft Office packages.
- Strong communication (written and verbal), negotiation, and relationship building skills.
- Effective time management skills, ability to meet deadlines and prioritise tasks.
- A positive "can-do" attitude with the ability to be solutions focused.
- Ability to work autonomously as well as actively contribute within a small team environment.
- Proven ability to maintain confidentiality and exercise discretion.
- Drivers Licence.
- Current Working with Children's Check (or ability to apply prior to commencement in the role).

#### *Preferred:*

- Knowledge of local and world trends in sport and recreation relating to rowing associations and clubs.

### Personal Attributes & Skills

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|---|---|
| ▪ Planning & organisation                   | ▪ Self motivation                           |
| ▪ Problem solving                           | ▪ Ability to cope with pressure & deadlines |
| ▪ Sound decision making                     | ▪ Strong work ethic                         |
| ▪ Communication & relationship building     | ▪ Good written and verbal skills            |
| ▪ Ability to work independently & in a team |   |

### Recruitment Timeline

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- Applications close at 5.00pm on Wednesday 22 September 2021.
- Applications to include Cover Letter and Resume, both relating your experience and skills to the Position Description.
- Interviews to be conducted in the morning of Friday 24 September 2021.
- All applications accepted electronically only to [aswift@rowingsa.asn.au](mailto:aswift@rowingsa.asn.au)