



Position Description/ Success Profile

**Position Details**

Position Title	National Growth and Education Coordinator
Date prepared	17/11/2020
Location	Sydney or Brisbane
Department	Sport Development
Reporting to	General Manager – Growth
Direct Reports	NA
Hours/Remuneration	Permanent role; flexible hours/remuneration for the right candidate
Commencement	ASAP

**Position Profile**

Position Purpose	<p>The WPA National Growth and Education Coordinator’s primary role will be to support the GM – Growth and GM – Learning and Development to empower and support State Associations and Clubs to deliver participation, retention and education programs for players, coaches, officials and volunteers.</p> <p>The critical areas this role will be responsible for include.</p> <ul style="list-style-type: none"> <li>• Participation, Retention and Recognition initiatives</li> <li>• Program support and marketing</li> <li>• Development program analytics and administration</li> </ul> <p>This position works closely with WPA Staff, State Staff, consultants, Clubs, States and members.</p>
The focus of this position is	<p><u>Participation, Retention and Recognition</u></p> <ul style="list-style-type: none"> <li>• Drive implementation of participation and growth initiatives with national, state and local stakeholders</li> <li>• Primary stakeholder point of contact for all club and participation activities</li> <li>• Review, update and/or develop national resources and tools supporting club participation, retention and recognition and growth</li> </ul> <p><u>Program support and marketing</u></p> <ul style="list-style-type: none"> <li>• Support to participation program growth through State/Club implementation and marketing</li> <li>• Assist in the coordination and conduct of national participation and retention initiatives and events (e.g., Sporting schools, Flippafest, conferences, masterclasses and events)</li> <li>• Support of participation marketing initiatives and campaigns as per strategy</li> </ul> <p><u>Development program analytics and administration</u></p> <ul style="list-style-type: none"> <li>• Provide administrative assistance as required to participation and</li> </ul>

	<p>education business areas as requested</p> <ul style="list-style-type: none"> <li>• Manage technology systems supporting membership and education</li> <li>• Manage internal analytics and reporting on organisational data, trends and survey insights</li> <li>• Act as a point of contact for State association partners, clubs and stakeholders on operational matters related to participation and education</li> <li>• Manage and update department website content as required</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>• Any other tasks as reasonably requested by the GM – Growth, GM – Learning and Development or CEO</li> <li>• Being a small office, have an ‘all hands-on deck’ attitude</li> <li>• Manage issues professionally in conjunction with WPA Senior Management and program partners as required</li> <li>• Engage with and maintain effective communication with WPA internal staff and key stakeholders to develop opportunities and resources that lead to successful organizational operations</li> <li>• Adhere to and advocate all the WPA policies and procedures</li> <li>• Reflect the WPA values in the everyday work environment</li> <li>• Contribute &amp; participate in the health &amp; safety of all staff, athletes and visitors</li> </ul>
<p>Success in this position will be measured by....</p>	<ul style="list-style-type: none"> <li>• The quality and accuracy of the data reporting from digital platforms</li> <li>• The ability to provide evidence-based insights and processes</li> <li>• Feedback from clubs and participants regarding the services provided by the Participation and Retention team.</li> </ul>

**Skills and attributes**

<p>The individual in this position should have... <i>(Skills, qualifications and experiences required)</i></p>	<ul style="list-style-type: none"> <li>• Water polo experience/background preferred or as a minimum an extensive background in team sports</li> <li>• Demonstrated experience with various online membership databases, event or learning management systems</li> <li>• Experience working in the sporting club environment, particularly with volunteers</li> <li>• Excellent administration skills</li> <li>• Excellent written and oral communications skills</li> <li>• Experienced in the MS office suite</li> </ul>
<p>The individual in this position should be ... <i>(Personal characteristics, attributes desired...)</i></p>	<ul style="list-style-type: none"> <li>• Highly organised and detailed focused</li> <li>• Productive, efficient and proactive</li> <li>• Use initiative to identify and creatively resolve problems</li> <li>• Excellent customer service skills</li> <li>• The ability to take direction and implement requirements from other parties</li> <li>• Accountable and able to hit agreed deadlines</li> <li>• A willingness to learn and able to take feedback</li> <li>• The ability to act and communicate in a professional manner in accordance with the Water Polo strategic direction.</li> </ul>