



POSITION DESCRIPTION

REGIONAL ATHLETICS SUPPORT OFFICER

TITLE: Regional Athletics Support Officer (RASO)

LOCATION: Dubbo, NSW

TYPE OF APPOINTMENT: Full Time (3 year contract)

START DATE: TBC, 2015

REMUNERATION: \$50,000 + Super + Motor Vehicle

Purpose of the role

Within the Central Western region (Dubbo and Western Plains area), the successful applicant will be responsible for:

- Developing and enhancing the capacity of existing senior clubs and Little Athletics centres
- Increasing participation in and membership of existing clubs/centres
- Providing support to clubs/centres in the way of business plans, member protection plans, member recruitment and retention, funding (sponsorship and grants), competition programs, volunteer strategies, information technology and overall delivery of the sport
- Increasing the quantity and quality of coaches and officials
- Assisting with the establishment of new clubs/centres (if there is local interest and demand)

Duties include

- Enhancing club/centre capacity by forming relationships with committee members and becoming a driving force for clubs/centres
- Facilitating partnerships with Little Athletics centres, Senior Athletics clubs and other groups in the region
- Establishing effective relationships with upper primary and secondary schools in the region to engage students and get them involved in athletics
- Developing strategies to increase participation and retention in athletics across all ages
- Planning and/or delivering development programs including coaching clinics, and coaching and officiating seminars/courses
- Recruiting appropriate contract coaches to deliver school programs
- Developing engaging promotional strategies utilising social media and various advertising mechanisms
- Enhancing club/centre competition to cater for a higher number of participants
- Providing training for centre/club personnel in administrative processes and systems
- Assisting with the running of competitions in the region
- Increasing the capacity for competition in the region, including fun runs
- Forming effective relationships with the indigenous community to increase their participation in the sport
- Travelling on a regular basis to Sydney to meet with relevant staff of Little Athletics NSW and Athletics NSW
- Acting as a team manager for the NSW Team at the annual Australia All Schools and Australian Junior Championships

Key outcomes

- Growth and development
 - Target new participants through various programs and linkages between Little Athletics centres and schools
 - Increase 'senior' membership by converting participants into dual registered and full members of Athletics NSW
 - Promote the health benefits of athletics within the community and health sectors to increase participation
 - Increase the capacity and/or number of competitions that cater for a range of ages and abilities
- Club/Centre Development
 - Work directly with the club/centre committees to provide support to enhance club capacity and functioning of the club/centre
 - Assist clubs/centres with business planning, membership and retention programs, conduct of carnivals/championships, and promotion of competitions and the sport as a whole
 - Build relationships with local club/centre development providers, such as schools, community groups and other sports, to increase exposure and in turn increase membership of athletics
 - Assist clubs/centres to identify and develop key personnel with the right skills to attract and retain new members and support existing coaches and officials
 - Establish a local organising committee (LOC) for the planning and hosting of major events such as the NSW Country Championships
 - Link clubs/centres with both sporting and non-sporting community groups.

Knowledge, skills and behaviours required

- Essential
 - High level communication skills – both verbal and written
 - Excellent time management skills
 - Ability to form effective working relationships with a range of stakeholders
 - Excellent organisational skills (prioritising of tasks and meeting targets)
 - The ability to implement programs and projects
 - A broad knowledge of the sport of athletics
 - Ability to work independently and remotely with limited supervision
 - A willingness to travel throughout regional, rural and remote areas of the Central West and Orana regions of NSW
 - Current drivers licence
- Desirable
 - Tertiary qualifications in sports administration, management, education or equivalent
 - Project or event management experience
 - Athletics coaching accreditation
 - Current first-aid certificate