

JOB ADVERTISEMENT

GYMNASTICS NSW CLUB AND REGION DEVELOPMENT OFFICER



Gymnastics
New South Wales

TITLE	Club and Region Development Officer
EMPLOYER	Gymnastics NSW
HOURS	12 Month Fixed Term Full Time
SALARY	Dependent upon skills
LOCATION	Homebush, NSW. Some travel within NSW will be required.
INFORMATION	Gymnastics NSW, a membership organization with 72,000 members, seeks a Club and Region Development Officer to work with our team. The successful candidate will have exemplary time management and organizational skills, which are matched by a positive outlook.
CLOSING DATE	28 March 2019
APPLICATION TO	Development Manager development@gymnsw.org.au

CLUB & REGION DEVELOPMENT OFFICER 12 MONTH FIXED TERM CONTRACT



Gymnastics
New South Wales

POSITION DESCRIPTION

POSITION TITLE:	Club & Region Development Officer (CRDO)
REPORTS TO:	Club & Region Development Coordinator
LOCATION:	Homebush NSW
HOURS OF WORK:	Full Time – 38 Hours per week
TERM:	12 Month Fixed Term

Gymnastics NSW is the peak body responsible for the management, coordination, development and promotion of gymnastics in New South Wales.

Gymnastics NSW is an affiliate member of Gymnastics Australia and services over 72,000 members and 220 clubs across NSW. The Association has experienced 16 years consecutive growth, building the capacity and capability to deliver ongoing innovative services to its members and affiliated clubs.

Objectives of Gymnastics NSW

The objectives of Gymnastics New South Wales are to:

- Encourage, develop, promote and control the study and practice of gymnastics as an art form and sport for the people of New South Wales.
- To promote participation in Gymsports as beneficial to physical, mental and social well-being.
- Regulate, supervise, coordinate and promote all Gymsports activities, programs, competitions and events

Position Objective

The CRDO will work with clubs and the region committee to offer services that assist members to develop systems, implement programs, and establish partnerships that support growth.

Position Requirements

- Preferred – Relevant degree;
- Desirable – Previous experience serving in a club development role; Small business management experience; Certificate IV TAE
- Minimum;
 - Microsoft Office (Word/Excel/Power Point), Internet, E-Mail

- Working With Children Check
- Drivers licence

Personal attributes;

- Ability to work independently and with a team
- Communication skills matched with commitment to customer service
- Time management

Specific Duties

To achieve Gymnastics NSW annual outcomes and contribute to the achievement of Gymnastics NSW Strategic goals the following key duties will be required:-

Quality controls

- Develop a quality manual management system of operation within the portfolio.
- Maintain data and records, and systematically report to management.

Club Development

- Coordinate the delivery of club services through third party providers in areas such as human resources, club templates and business mentoring.
- Implement Gymnastics NSW and Gymnastics Australia club development initiatives.
- Work with clubs to ensure the accurate upload of member data.
- Work with clubs to apply for grants and ensure performance indicators are exceeded.
- Oversee the development and dissemination of club member benefits.

Region Development

- Work collaboratively with the Region Committees, to design, plan and implement a Region Development Plan.
- Work collaboratively with the Region Committee to develop a region budget and acquit approved expenditure pursuant to it.
- Oversee region governance to ensure effective meeting conduct and documentation, and the proper application of Gymnastics NSW policy at region level.
- Design, plan and implement a region facilities strategy in consultation with clubs, the region committee, relevant government agencies and other stakeholders.

Participation

- In consultation with the Club and Region Development Coordinator design, plan and implement programs that increase membership and participation in gymnastics.
- Implement Gymnastics NSW and Gymnastics Australia participation programs.
- Design, plan and implement leadership and youth engagement programs.
- Recruit a team of course presenters that will be trained by the Education Unit.
- Plan and present at courses forums, clinics and conferences.

General

- Provide information and advice to members and establish a sound and constant communication rapport with stakeholders including but not limited to government departments, non-government organisations, affiliated clubs, coaches, judges and staff generally.
- Serve as the communication conduit between the volunteer committee, region clubs, and Head Office;
- Participate in meetings, training, and activities as requested by the Club and Region Development Coordinator.
- Contribute to Gymnastics NSW projects and outcomes within and across departments.
- Any other duties as reasonably requested by the Club and Region Development Coordinator from time to time.

Attributes:

Gymnastics NSW is looking for individuals with a passion for sport. The successful candidate will have the ability to work with a diverse range of stakeholders from within sport and other industries, they will show a high degree of initiative, and have a good knowledge of club operations and quality control.

Location:

The position will be based in Homebush, New South Wales however travel within New South Wales will be required.

Reviews:

Gymnastics NSW will carry out performance appraisals, against mutually established performance objectives, at agreed intervals.

Hours of Work:

The nature of the position will require the Officer to work during normal business hours upon agreement with the Club and Region Development Coordinator. Some out of hours and weekend work will be required.