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| **POSITION DESCRIPTION – Association Development Officer** |
| **Organisation** |  |
| **Job Title** | Association Development Officer |
| **Position Type** | Voluntary/Paid |
| **Reports to** | Association Committee |
| **Currently filled by** |  |
| **Commencement date** |  |
| **End date** |  |
| **Time Commitment** | *Approximately 10-15 hours per week* |
| **POSITION DETAILS** |
| **Purpose*** To lead the development of the Association’s players and coaches
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| **Knowledge/Skills*** Minimum Development Coach Accreditation (working towards Intermediate)
* Experience in coaching, team selection, grading, and talent identification
* Understanding of the coaching pathway and accreditation system and procedures
* Understanding of player development and maturation
* Presenting skills
* Understanding of Child Safeguarding and the WA Working with Children compliance requirements
* Computer literacy
* Understanding of the relevant Association Policies and Procedures
* Effective communication and good interpersonal skills
* Act with integrity, confidentiality, and objectivity
* Good organisational and time management skills
* Positive and enthusiastic attitude
* Current Senior First Aid Certificate (desirable)
* PlayHQ competency (desirable)
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| **Typical time commitment*** *10-15 hours a week*
* *Some extra hours during Association team selections*
* *Gameday during the winter season (18 weeks)*
* *Long weekend in June – Association Championships*
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| **Responsibilities and Duties*** Act within the guidelines laid out by the Association and of the Association Development Officer’s (ADO) position description
* Understand the relevant Association policies, procedures and guidelines
* Provide feedback to the committee on relevant policies, procedures and guidelines pertaining to player and coach development
* Design, implement and review the development plan for the Association
* Prepare an annual budget for Coach/Player activities and programs and submit to the committee/board for approval
* Ensure an introductory netball program such as NetSetGO is run at the Association
* Work with the committee to appoint a NetSetGO Coordinator and liaise with and support the Coordinator as required
* Prepare a calendar of events for coaches and players, and make sure all are aware of upcoming events and courses offered by the Association and Netball WA
* Arrange/deliver coaching courses and workshop opportunities for coaches within the Association
* Disseminate information to the Association’s Clubs regarding coaching and player courses, training, development opportunities and seminars
* Encourage beginner coaches including players and parents to undertake coaching workshops and/or formal coach education to become accredited coaches
* Liaise with Netball WA regarding player and coach development and talent identification
* Attend professional development days as required
* Develop and implement a player and coach development program
* Work with the Association administration to nominate and organise the Associations representative teams
* Coordinate selection and management of coaches for the Association representative teams and assist them in their preparations
* Attend representative carnivals
* Be available to answer queries from coaches, teams, parents, and players
* Build a volunteer workforce to assist with talent identification and other development objectives
* Develop coach mentors and talent identification selectors
* Maintain a database of the team coaches provided by clubs, including details of their accreditation, and develop a communication link with the Club Coach Coordinators
* Carry out administrative duties pertaining to the role as required
* Always abide by the Coaches’ Code of Conduct.
* Submit reports to the committee/board as required

**ESSENTIAL*** At all times ensure a Child Safe environment
* Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
* Comply with the WA Working with Children Check (WWCC) Legislation which means:
	+ If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC
	+ If you fall into an WWCC exemption category, a Volunteer National Police Clearance Certificate is required.
* Promote and display the Associations/Clubs values and behaviours
* Promote netball in a positive manner
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| **ADDITIONAL INFORMATION** |
| **Recommended Checks:*** Conduct Coaching Accreditation Check

**Volunteering in this position gives you the opportunity to:*** Work as part of a team dedicated to the growth and development of *(Association name)*
* Meet and network with other volunteers and industry professionals.
* Have input into the goals and objectives of *(Association name)*
* Use your skills in a positive and engaging way.
* Develop a greater understanding of sports management structures.

For further information regarding this position please contact *(Association name and contact details)* |

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| ***NWA-RES-07 Association Development Officer (ADO) PD******This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.******Created: May 2023.*** |