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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 | |
| **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) | |
| **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* | |
| **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 | |
| **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.*** |