



## JOB DESCRIPTION

<b>Job Title:</b>	Volleyball Australia National Education Manager
<b>Reports to:</b>	Sport Delivery and Growth General Manager
<b>Contract Length:</b>	Full-Time contract until 31 December 2023
<b>Remuneration:</b>	\$70,000 - \$80,000 (inclusive of superannuation)
<b>Location:</b>	Australian Institute of Sport, Canberra
<b>The Organisation</b>	Volleyball Australia (VA) is the peak body for the administration of the sport of Volleyball in Australia. VA's Mission is to lead, partner and support the growth in participation, performance and profile of the sport in Australia.
<b>Job Purpose</b>	To support the delivery of Volleyball in Australia through providing contemporary education and development program and opportunities for coaches, officials, deliverers, volunteers and others:-
<b>Job Responsibilities</b>	<p>Manage and oversee the National Education Portfolio, in line with the Volleyball in Australia Strategic Plan and Participation Plan. The Education Manager under direction of the Sport Delivery and Growth General Manager has direct responsibility for the successful execution of educational programs, resources, and services relating to the portfolio including but not limited to:</p> <ul style="list-style-type: none"> <li>• Developing collaborative working relationships with each Member State and their staff in delivering agreed national education priorities through shared services and regular meetings.</li> <li>• Identify opportunities and oversee partnerships with research partners to understand the needs of volleyball delivery to inform the Volleyball System in contemporary delivery methodology.</li> <li>• Effectively plan and manage the education delivery budget in consultation with the Sport Delivery and Growth General Manager.</li> <li>• Research, design and distribute resources and assets for club development ensuring their growth and sustainability.</li> <li>• In consultation with the VA Integrity Officer assist in implementing the National Integrity Framework and relevant communications and publications to all staff and Member States.</li> <li>• Fully implement the VA Accreditation Framework to drive coaching and officiating capacity in collaboration with Member State.</li> <li>• Oversee the maintenance and development of required programs within the VA Learning Management System and Member States alignment.</li> <li>• Expand the VA Learning Resources to include at least: <ul style="list-style-type: none"> <li>○ Program delivery</li> <li>○ Volunteer training</li> <li>○ Board induction</li> <li>○ Staff professional development</li> <li>○ Volleyball club administration development</li> </ul> </li> <li>• Review Member States administration and program delivery capacity and work with the developing Member States to improve their overall capacity.</li> <li>• To meet the sports goal of growing Sporting Schools delivery nationally guided by the Participation Plan and the National Participation Framework review the training and accreditation methods for deliverers used by Member States to develop a National Sporting Schools delivery team.</li> </ul>

	<ul style="list-style-type: none"> <li>• As part of the growing Sport Data Pool to inform and better target education, develop and maintain a database to capture the details of stakeholders such as, Volunteers, Deliverers, Coaches, Officials, and parents' education and accreditation journey with the sport.</li> <li>• Provide administrative support for the recruitment, appointment, and communication with officials at major events when required.</li> <li>• Provide administrative support for the recruitment, appointment, and communication with coaches in the Volleyball Australia Pathway Coaches program when required.</li> <li>• Provide the point of contact between VA, and Sport Australia and the FIVB in all matters regarding coaching and officiating.</li> <li>• Support the committees of Volleyball Australia Referee Committee and Volleyball Australia Coach Committee as required.</li> <li>• Any other duties as reasonably required by the Sport Delivery and Growth General Manager, Director of Sport Delivery and CEO.</li> </ul>
<b>Knowledge and Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work as a member of a team and to move the team towards completion of goals; and</li> <li>• Ability to convey information and ideas through a variety of media to individuals and groups in a way that engages and helps them to understand and retain the message</li> <li>• Establishes good interpersonal relationships; makes people feel valued, appreciated and included</li> <li>• Computer Literacy including MS Office Suite and Adobe Suite with an aptitude in learning other specific industry or commercial software</li> <li>• A demonstrated ability to manage budgets</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience working directly in national sport programs and communicating with a wide range of audiences including external stakeholders, and partner organisations.</li> <li>• Background in education delivery</li> <li>• Experience in website content management</li> <li>• Knowledge of the structure and operations of Volleyball in Australia</li> </ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• <u>Relevant Tertiary qualifications and /or demonstrated experience in Sports management and administration.</u></li> <li>• <u>Must have a valid Working With Children/Vulnerable People Registration</u></li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment, drive and initiative with the ability to work independently and inter-dependently as a leader and manager; and</li> <li>• Demonstrated capacity to work as a productive member of a multi-functional team to achieve common goals, share information, support others and show consideration for alternate ideas and solutions.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Some travel within Australia may be required.</li> </ul>

	<ul style="list-style-type: none"><li>• Comply with all policies set down by Volleyball Australia and ensure that they are implemented as appropriate.</li></ul>
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