

Position Description

Position	Sport Development Officer	
Reports to	Chief Executive Officer	
Location	The position will be required to work from a home office.	
Position Commencement	Monday, 3 rd July 2023	
Position Overview	The Sport Development Officer will play a critical role in implementing Judo WA's strategic plan for sport development and growth, with a primary focus on the development and growth of coaches and officials within our sport as well as promoting participation in judo at all levels, from grassroots to elite, and across all demographics. The successful candidate will be passionate about sport, with a keen interest in the development and growth of judo within Western Australia.	
Key Responsibilities	<ul style="list-style-type: none"> • Development of Coaches and Officials: Primary responsibility for the development and progression of coaches and officials. Organize training and educational events, coordinate certification courses, and provide ongoing support to enhance the quality and quantity of coaches and officials in Judo in Western Australia. • Implementation of Programs: Implement and evaluate programs aimed at increasing participation in Judo, including school programs, community outreach programs, and initiatives targeting underrepresented demographics. • Event Management: Assist in the planning, organisation, and delivery of local and regional judo competitions and events. • Partnership Building: Build and maintain strong relationships with relevant stakeholders such as schools, community groups, local government, and other sporting organisations to promote Judo and its values. • Member Support: Serve as a first point of contact for Judo WA members, providing assistance, information, and support as needed. • Reporting and Evaluation: Regularly monitor, evaluate, and report on the progress and effectiveness of the coaching and officiating development programs, providing insight and recommendations to the CEO. 	
Key Interactions	<ul style="list-style-type: none"> • Judo WA Committees • Judo WA Staff • Judo WA Clubs • Judo WA Members • Judo Australia • Judo Stakeholders in WA • WA Government agencies 	
Competency Area	<p>Communication <u>Speaking Effectively:</u> Is a very skilled communicator and can shape conversation to suit any audience; <u>Writing Effectively:</u> Ensures key messages are portrayed through accurate reporting and documentation;</p> <p>Teamwork <u>Fosters Teamwork:</u></p> <p>Initiative & Enterprise <u>Takes Initiative:</u> Consistently looks for opportunities to improve programs and processes, and can effect change without assistance from others; <u>Solving Problems:</u> Is able to anticipate problems and ways to solve them. Encourages others to seek out the appropriate ways to solve problems.</p> <p>Planning & Organising <u>Planning:</u></p>	

	<p>Is a strong team player who is driven to work hard as an individual to ensure the success of the group;</p> <p><u>Honesty & Integrity:</u> Can follow through on the commitments, while modelling the values of the organisation;</p> <p><u>Diversity:</u> Promotes respect for diversity and the importance of culturally appropriate behaviours.</p>	<p>Highly motivated and able to identify what is needed to successfully plan for projects and broader goals;</p> <p><u>Managing Work:</u> Highly motivated and able to manage their workload, with the ability to adjust their plans where necessary to ensure that outcomes are achieved.</p>
Essential Criteria	<ol style="list-style-type: none"> 1. Proven experience in sports coaching, officiating, or a similar role. 2. Excellent interpersonal, communication, and presentation skills. 	<ol style="list-style-type: none"> 3. Ability to work independently, manage multiple projects simultaneously, and meet deadlines. 4. Current Working With Children Check or ability to obtain one.
Desirable Criteria	<ol style="list-style-type: none"> 1. Tertiary qualification in sports management, sports coaching, sports development, education, or a related field is preferred. 2. An understanding of the principles of judo is highly beneficial. Candidates with experience in other sports who are willing to learn about judo will also be considered. 	<ol style="list-style-type: none"> 3. Hold a State A Referee Accreditation and possess the capacity to deliver referee accreditation courses in accordance with the Judo Australia Refereeing Accreditation Framework. 4. Hold a 'Coach Judo' coaching accreditation with the intention of obtaining your 'Senior Coach' accreditation within 12 months, and possesses the capacity to deliver coaching accreditation courses in accordance with the Judo Australia Coaching Accreditation Framework.
Hours of work	<p>The role is a part-time position working 15.2 hours per week.</p> <p>Due to the nature of this position, hours will be flexible and weekend/after-hours work will be required.</p>	
Salary	<p>A salary range will be negotiated in accordance with the Sporting Organisation Award 2010 (MA000082) dependant on the successful applicants skills and experience. A 'home office' allowance will also be provided.</p>	
Term of Employment	<p>The initial appointment for this role will be for a fixed term of one year.</p>	
How to Apply	<p>Applicants are asked to forward a resume outlining their relevant experience and a covering letter addressing each of the essential criteria via email to: Jacob Read, Judo WA Chief Executive Officer, jacob@judowa.org.au</p>	
When do applications close?	<p>Applications close at 11.59pm (AWT) on Sunday, 11th June 2023.</p>	
Who do I contact if I have an enquiry?	<p>Please contact Jacob Read, Chief Executive Officer at 0447 391 228 or jacob@judowa.org.au</p>	