



Pathways Development Officer

JOB DESCRIPTION

Role:	Pathways Development Officer
Date:	October 2018
Location:	Softball SA, Barratt Reserve, West Beach, SA. <i>Occasional travel may be required</i>
Reports to:	Executive Officer (EO)
Employment Terms:	Part Time (0.6 FTE) <i>3-year contract subject to continuation of funding</i>
Award:	Sporting Organisations Award 2010 (Clerical & Administrative Grade 3)

JOB PURPOSE

Responsibilities of the Pathways Development officer:

- Creating programs/events and processes for athlete talent identification and selection processes
- Setting focus and direction of SSA athlete and coach development programs
- Monitoring and coordinating significant components of pathway programs developed by position.
- Reviewing all aspects of coach and player programs conducted throughout SSA to set future direction and strategy
- Building strong communication and relationships with clubs and associations across SSA
- Creating networks with other industry professionals to provide support to pathway programs
- Designing innovative and progressive programs that provide accessibility, opportunity and improved performance to as wide a participant base as possible, at both local and State-wide levels.
- Coordinate School Holiday Clinics (on-site at West Beach)
- Effectively communicate, negotiate and influence key relationships at all levels and demonstrate competencies in internal project management.

You will possess a natural ability to communicate, negotiate and influence key relationships at all levels and be able to demonstrate competencies in internal project management.

DUTIES & RESPONSIBILITIES

- Manage SSA current Junior Development Programs (Dragons Program)
 - Dragons Camp
 - Battery Program
 - Dragons League
 - Little League International Asia-Pacific Tournament
- Work with current program coordinators
- Coordinate the School Holiday Clinics
- Work with/Lead visiting International Players to help coordinate this program
- Support SSA events, functions and programs when required
- Review all SSA programs including participant surveys
- Support the delivery of agreed obligations with funding partners
 - Coach education, training, accountability and monitoring
 - Identified and targeted skill delivery programs for athletes
 - Identify and distribute targeted delivery programs for athletes

- Coordinate metropolitan and regional academy programs
- Demonstrate a consistent and focused direction and delivery across all SSA talented pathway programs
- Demonstrate streamlined and transparent selection/talent identification processes
- Coordinate and collaborate with other sporting industry professionals

Other

- Maintain a safe and tidy office environment.
- Comply with policies and procedures of SSA and Softball Australia.
- Perform other duties as reasonably required within scope of skills and experience.
- Support, assist and attend Softball SA events

KEY COMPETENCIES & SELECTION CRITERIA

EXPERIENCE/ KNOWLEDGE:

- Relevant qualifications in sport development/coaching or a related field.
- Experience in a similar role, ideally within the sport sector.
- Experience in implementing successful player development and recruitment programs
- Considerable experience successfully coaching elite athletes
- Demonstrated results of improving athlete performance at a National level

SKILLS/ CAPABILITIES:

- Advanced Microsoft Office skills in Word, Excel, PowerPoint and Outlook.
- Graphics experience with Adobe Creative Suite including Photoshop and InDesign.
- Exceptional written/verbal communication skills.
- Excellent attention to detail.
- Ability to work autonomously and meet deadlines.
- Strong relationship building skills

SPECIAL CONDITIONS:

Valid SA Drivers Licence. Valid DCSI Screening (Child Related Employment). Occasional out of hours and weekend work as required.

ADDITIONAL INFORMATION ABOUT THE POSITION:

0.6 FTE is 22 hours per week. The salary for this position will be under the Award rate mentioned above, \$43544.80pa (1.0 FTE) plus superannuation.

All applications will need to be through Seek and should include:

- A brief cover letter outlining your skills and experience against the Position Description
- A current resume

Enquiries about the position can be made in writing to the EO at admin@softballsa.com.au

Applications due by 9am, Monday 12th November 2018 through Seek.

Applicants must be available for interviews from 19th November 2018, starting early-mid December 2018.