

Position Description

| | |
|------------------------|---|
| Position Title | Club and Sport Development Coordinator, ACT |
| Employment Type | Full time, Permanent |
| Reports To | EGM Commercial, Member & Club Development |
| Location | ACT |

| | |
|-------------------|---|
| AusCycling | Formed in 2020, AusCycling is Australia's peak body representing all disciplines of cycling. Our vision is to make Australia a nation of bike riders, making cycling the largest participation activity and Olympic sport in Australia, through delivery of a diverse range of benefits for all riders across the nation. |
|-------------------|---|

| | |
|---------------------|---|
| Team Purpose | AusCycling's Commercial, Member and Club Development Pillar aims to increase the use and reach of AusCycling's tools, products, programmes and services improving support and engagement thus raising standards across the range of clubs across the country. |
|---------------------|---|

| | |
|-------------------------|--|
| Position Purpose | The Club and Sport Development Coordinator will work with the Commercial, Member and Club Development team to support the implementation of AusCycling's Club development, participation, events & racing and education and accreditation programs in the ACT. |
|-------------------------|--|

| | |
|-------------------------|--|
| Responsibilities | <p>The Club and Sport Development Coordinator is required to drive the 'on-the-ground' delivery of AusCycling's club development and participation strategies including:</p> <p>Club Development</p> <ul style="list-style-type: none"> • Work closely with the Commercial, Member and Community team to identify opportunities to support the ongoing growth and development of the Club network. • Recruitment of Volunteers to become Commissaires, Race Directors and Traffic Marshalls. • Encourage all Clubs to record Participation data for Statistical and Grant acquitting requirements. <p>Events & Racing</p> <ul style="list-style-type: none"> • With support from the AusCycling Sport team, support the delivery of the Territory Competition Calendar across all disciplines (Championships, Series and Open). • Provide administrative support for State/Territory level competitions and series. • Where required, support the delivery of major, National or International |
|-------------------------|--|

| | |
|--|---|
| | <p>events in Canberra / ACT.</p> <ul style="list-style-type: none"> • Work with the Events team to review and approve (sanction) all Territory and Club events. • Support Clubs to ensure the safe and fair delivery of their competitions. • Supporting key individuals in their role (Territory Handicapper and Technical Delegates). • Participate State/Territory event review and reporting. • Maintain and keep track of all event equipment at Stromlo Forest Park, Velodrome and the AusCycling Office. • Maintain and learn to use the Race Result Timing system. • Obtain Temporary Traffic Management Plans & ACT Road Approvals as required. • List Events in EntryBoss and assist clubs as required. • Email pre-race information to participants as required. <p>Sport Education</p> <ul style="list-style-type: none"> • Promote and support the on the ground delivery of the AusCycling education and accreditation programs. <p>Pathways</p> <ul style="list-style-type: none"> • Coordinate the travel, clothing, invoicing and logistics of the Territory Teams, Squads and Academy programs in the ACT. <p>Other</p> <ul style="list-style-type: none"> • Supporting new initiatives, programs and technology solutions by creating an environment which stimulates ideas and drives member engagement and outcomes. • Positively represent and be an ambassador for AusCycling within the ACT. • Safeguard the integrity of AusCycling through implementation of the highest standards and community expectations within the state or territory with regard to inclusion, the safety and wellbeing of children, and anti- doping. • Ensure a continued compliance with environmental, health and safety and quality requirements within the state or territory. |
|--|---|

| | |
|-----------------------------------|---|
| Key Performance Indicators | <ul style="list-style-type: none"> • Positive Club sentiment. • Positive participant feedback (events, development programs, officials). • Meeting coaches and official growth targets in the ACT. • Meeting event participation targets. |
|-----------------------------------|---|

| | |
|-----------------------|--|
| Qualifications | <ul style="list-style-type: none"> • Tertiary qualification in sport management favourable. |
|-----------------------|--|

| | |
|---|---|
| Skills, Knowledge and Experience | <ul style="list-style-type: none"> • Demonstrated collaborative style and volunteer management experience. • Strong communication skills, including verbally and in writing. • Experience establishing and maintaining strong stakeholder relationships. • Demonstrated experience in planning, coordinating, delivering and evaluating community events and programs. |
| Key Behaviours | <ul style="list-style-type: none"> • Strong project management and event delivery skills. • A can-do attitude, and natural ability to bring enthusiasm and positive energy to the team. • Open to change, and able to capitalise on innovative alternatives. • Customer/member focused, able to understand other perspectives and strives to build organisational capability to enhance and deliver an outstanding member experience. • Is accountable, takes responsibility, and is proactive in solving problems and seeing issues through to resolution. • A team player, works effectively with others, collaborates and shares information to build collective knowledge. • Is inclusive in approach and shows respect for all others at all times. • Committed to own personal development, continuous improvement, and the organisational development of AusCycling. |
| Mandatory Requirements | <ul style="list-style-type: none"> • Working With Vulnerable People Registration from the relevant authority. • Satisfactory Police Check (in the absolute discretion of the Company). • Satisfactory No Doping Declaration (in the absolute discretion of the Company). |
| Notes | <p>This role requires the incumbent to hold and maintain a Working With Vulnerable People Registration along with a driver's licence. Due to the timing of AusCycling events, program and meetings, this role also requires flexibility in work hours including being available to work weekends, public holidays and out of hours' work as necessary.</p> |

AusCycling values and strives to deliver an inclusive and diverse workforce, representative of the communities we work within. We welcome and encourage applications from all people who have an interest to work with us, and who can make a positive and new contribution to our team.

