



JOB DESCRIPTION

Athlete and Coach Performance Manager (ACPM)

Business unit:	Administration
Reports To:	Executive Officer (EO)
Direct Reports:	None at this time
Status:	Full Time
Location:	Melbourne

ORGANISATIONAL BACKGROUND

Softball Victoria (SV) is the governing body for softball in Victoria. Softball Victoria, through a network of affiliated associations and clubs, provides the opportunity for anyone interested in fun, fitness and friendships to participate in competitions, development programs and activities which are accessible to all, no matter their experience, skill, age or ability level.

Softball Victoria provides the opportunity for individuals to strive for intrastate, state or the ultimate national selection representing Australia at World Championships and other International events.

Softball Victoria is the recognised State Sporting Association (SSA) in Victoria for the sport of Softball and is affiliated to Softball Australia Limited (National Sporting Organisation) which is in turn affiliated to the International Softball Federation (ISF).

PRIMARY PURPOSE OF POSITION

The ACPM is to take ownership of the direction and development of Talented Players, their coaches, and coaching programs across Softball to continue the growth of representative Softball in Victoria. In doing so the ACPM will create a sustainable system that provides coaches with support whilst developing the future of talented softballers in Victoria. Further, the ACPM is responsible for the development and implementation of a range of activities that contribute to effective and transparent development and high performance pathways for softball athletes and coaches in Victoria.

RESPONSIBILITIES

Identify and Develop Talented Players

- Provide the support and resources required to achieve SV stated quantified outcomes for athlete development through the State Development Programs and related activities.
- Consolidate the pathway framework for athletes and support the implementation of the plan within the framework
- Identify and develop talented players and coaches for Softball
- Manage and maintain the identification process of talented players
- Research and develop programs for talented Softball players
- Drive the ongoing development of talented players by strategically structuring the roll-out of development programs
- Oversee and ensure the success of talented player programs
- Report to National Technical Director on technical matters
- Report to Executive Officer on organisational matters

Implement the effective education and development of Coaches

- Coordinate, administer and deliver programmes and activities that will measurably improve the standard of Softball Coaching in Victoria
- Consolidate the pathway framework for coaches and support the implementation of the plan within the framework
- Re-establish the High Performance and provide guidance as required
- Support improved communication between State Coaches and club/Association coaches by the following methods:

- Increased interaction opportunities at State Team training activities
 - Drive communication and intervention (when required) with club/Association coaches of State Team Programs
- Select and manage all SV program coaches
- Manage and maintain the identification process of talented coaches
- Oversee the professional development of coaches within all SV state based programs
- Identify and develop coach presenters for community course delivery
- Develop and implement a coach support program for SV Program coaches
- Provide access to SAL/NCAS coaching courses in Victoria as required

Business Development

- Contribute to development of and manage, allocated budget
- Report to the High Performance/Coaching Committee, Board and Executive Officer on all operational aspects of talented player/coach programs
- Lead and develop direct reports
- Develop and implement tactical plans to coordinate the development of Talented Players and coaches
- Actively respond to the ad hoc tasks and projects as reasonably directed

General

- Promote inclusive practice and ensure any organisational decision making and programs implemented include the needs of all segments of the softball community – Juniors, Men's, Women's, Culturally and Linguistically Diverse (CALD), Indigenous and people with disabilities.
- Any other tasks as reasonably requested by the Executive Officer
- Adhere to delivering excellent customer service

KEY PERFORMANCE INDICATORS

- 1. Overall effectiveness in delivering programs, achieving outputs and the outcomes and long term benefits and change.**
 - 1.1 Establish a relevant, effective and suitably resourced athlete and coach development pathway including utilisation (where appropriate) of the Regional Academy of Sport network and member Associations.
 - 1.2 Successful implementation of player and coach identification, development and monitoring processes
 - 1.3 Delivers quality, quantified outcomes and reports
 - 1.4 Athlete development and coaching related deliverables receive positive quantified feedback
 - 1.5 Make recommendations about Talent ID for coach and athlete pathways
 - 1.6 Deliver coach education opportunities for advanced coaches
 - 1.7 National curriculum implemented in State programs and other programs within the coach and athlete pathway framework
- 2. Quality of relationships with key stakeholders**
 - 2.1. Engages with SV internal stakeholders as required to implement pathway and education activities.
 - 2.2. Relationships with external stakeholders and networks are strong and industry best practice is introduced to SV
- 3. Measurable indices**
 - 3.1 Increase in percentage of SV Athletes in national squads from xx to yy within planned timetable.
 - 3.2 Increase in coach registrations and accreditation levels from xx to yy and xx to yy within planned timetable.
 - 3.3 Measureable increase in visibility and understanding of the SV athlete and coach pathways
- 4. Professionalism of programs, activities and events for which the position is responsible**
 - 4.1 Achieve 75% satisfaction rating in member satisfaction survey from users of pathway programs
 - 4.2 Ensure communication of programs and activities is appropriate and delivered in a timely manner through various communication channels including email, social media and website
 - 4.3 Establish and implement a calendar of events for development of all, Regional Academy & State representative coaches including conduct of Coach Presenter and Assessor courses
 - 4.4 Actively service the network of coach presenters
- 5. Enhance the administration framework**
 - 5.1 Oversee the administration of relevant paperwork and databases
 - 5.2 Oversee the compliance calendar and ensure the website is up to date for relevant news and programs
 - 5.3 Collaborate on resource development and distribution

- 5.4 Manage time effectively
- 5.5 Effectively work within allocated budget
- 5.6 Deliver and contribute to planning and development of talented players and coaches
- 5.7 Responsiveness to Ad hoc projects as directed
- 5.8 Review advanced program delivery on a bi-annual basis
- 5.9 Business processes are streamlined to ensure compliance with requirements of accreditation and funding agreements.

6. Athlete Identification & State Team Selection

- 6.1 Responsible for setting the selection process of Victorian State Teams
- 6.2 Provide ongoing input in the Athlete Identification process
- 6.3 Implement State representative coach selection process

7. Mentorship

- 7.1 Mentor all State Team Coaches. Provide support to coaches in the preparation of junior state teams for National Championships.
- 7.2 Attend State training sessions and offer on the ground support where required.
- 7.3 Review the performance of coaches as part of a broader review process of state teams.

KEY RELATIONSHIPS

Internal

- SV EO
- SV HP /Coaching and Development Committees
- Member Associations
- State Coaches
- SV Sporting Schools Coordinator
- Softball Australia (SAL)
- SAL Head Coaches

External

- Australian Sports Commission (ASC)
- VicSport
- VicHealth
- School Sport Victoria
- Victorian Regional Academies of Sport
- Regional Sports Assemblies
- other State Sporting Associations
- Tertiary Institutions.

SELECTION CRITERIA

The ACPM will have proven experience in organisational development and program delivery preferably in a sporting organisation.

Essential:

- **Relationship Management**
 - Strong interpersonal skills including strong diplomacy and negotiation skills
 - Demonstrated ability to manage volunteers
 - Understands where and how to access information and how to use and analyse this information to successfully undertake the role and develop and implement quality programs.
 - Establishes and maintains effective relationships with all stakeholders.
- **Planning and Organisation**
 - Contributes to planning processes through an understanding of the environment, which the organisation operates in.
 - Proven ability to analyse strategic requirements and propose innovative solutions
 - Focuses on achieving deliverables identified as part of the Strategic, Operational and Individual Plans.
 - Works to timeframes and budget.
 - Has outstanding skills in business processes and time management and is able to manage sometimes conflicting priorities. Provides accurate, informed and timely advice on issues relevant to responsibilities.
- **Project Management**
 - Strong project management skills and ability to manage external key stakeholder relationships
 - Proven skills in progressing strategic priorities to program development and delivery

- **Business Expertise**
- Demonstrated ability to develop and operate within budget
 - Sound administration skills including the ability to manage processes and systems
 - Proficient computer skills in MS packages
 - Excellent verbal and written communication skills with practical experience in developing a range of materials for different mediums
 - Adapts communication style to the individual and audience, ensuring that messages are clearly understood and alternate views explored
 - Demonstrated presentation and facilitation skills
- **Education and Qualifications**
 - Tertiary qualifications in sports management (preferred).
 - Level 3 coaching qualifications or equivalent.
 - Sound knowledge of the sport and recreation industry.
 - Experience in designing and delivering athlete and coach talent development and high performance programs.
 - Highly competent with the Microsoft Office suite of programs, databases, and other IT skills.
 - Demonstrated success in sports education with a sound understanding of talented player development trends
 - Working With Children's Check
 - Current Victorian Driver's Licence
- **Other**
 - Preparedness to work weekends and non-traditional hours as required.
 - Understands the nuances of working with volunteers.
 - Understands the sporting industry and environment
 - Values diversity and difference and sees issues from various perspectives.

CONDITIONS

- The position is full-time
- The position requires out of hours work and some intrastate travel
- Salary inclusive of superannuation
- Annual salary increases will be in accordance with the applicable CPI based on the March CPI figures
- Four weeks-notice of termination by either party is required
- Phone and travel expenses are reimbursed
- Annual performance review will be conducted

SALARY

\$70,000 Per annum (38 hr week)