



Position Description

Position Title	Participation Coordinator
Position Reporting To	GM Bowls Operations
Employment Status	Full time
Location	Hawthorn East
Salary	\$50,000 - \$55,000 (incl. of superannuation) depending on experience and qualifications.
Date	January 2021

Position Purpose

To implement and continuously improve high quality participation objectives that enable more people playing more bowls more often. Developing programs such as junior development squads, under 18 and university competitions as well as inclusion/all-abilities programs that promote and engage participation in bowls.

Key Responsibilities

Participation

- Assist with new and existing programs with the aim to increase participation in bowls
- Provide ongoing guidance and support to Regions and Clubs to enhance their ability to deliver participation programs
- Provide participation resources that support and encourage Clubs to offer new and regular participation offerings
- Implement and follow up with Clubs to collect accurate participation data
- Assist the marketing and communications department in developing a marketing strategy that incorporates participation products and identify commercial development opportunities
- Enhance and build on relationships with Bowls Australia staff (in particular Regional Bowls Managers), Bowls Clubs, Regional Sport Assemblies and other key stakeholders to further promote and increase participation opportunities
- Build relationships with and provide progress reports to funding bodies

Targeted Participation

- Assist with the ongoing development, delivery, monitoring and review of the existing VicHealth Bowling with Babies and other programs
 - Monitor the agreed project plans, ensuring all targets and elements of the projects are delivered on time and within budget

- Liaise with the communications and marketing department and media to develop materials, messaging and imagery that raises the profile of the programs
- Develop and implement a schedule of program offerings at Clubs and implement a training model to educate and support Clubs on how best to engage and deliver the programs locally
- Consult with participants throughout the development and implementation of the programs and conduct qualitative and quantitative evaluations to further expand female participation
- Liaise with and provide progress reports to funding bodies
- Assist with the development, testing, consultation and implementation of any identified programs that specifically meet the needs of under-represented groups

Junior Development

- Liaise with key volunteers to review, rebrand, relaunch and monitor the existing Junior Development Squads
- Coordinate Junior Development Squad events in conjunction with the Events and Competitions Manager and Volunteers
- Assist in the planning, development, delivery, and evaluation of the U18 Roll Up program. Ensuring that the agreed project plans, targets and elements of the project are delivered on time and within budget
- Liaise with partners such as VicHealth and La Trobe University on the evaluation and progress of the Roll Up program
- Collate participation data and conduct annual qualitative and quantitative evaluation to expand the competition
- Develop and maintain a Junior Club Accreditation program and register of Clubs who meet criteria to host junior participation programs
- Assist in the coordination of various U18 Development days, Victoria Junior Bowls Classic, Doug Kneebone Tournament, Junior League, U18 State Championships, State Test Series and National Under 18 Championships when hosted by Bowls Victoria

Inclusion Programs

- Prepare and action an Inclusion Participation Project Plan in line with the Bowls Victoria Participation Strategy
- Identify and build relationships with relevant inclusion support groups and stakeholders (LGBTQI, Aboriginal, CALD) and provide appropriate promotional resources and activities targeting specific target groups
- Assist the support organisations as required to roll out identified participation activities
- Work with Clubs and provide support resources for Clubs' local inclusion programs
- Collate participation data and conduct qualitative and quantitative evaluation of all programs
- Work with BV volunteer Committees to further inclusive bowls
- Assist in the planning and running of disability events: Multi Disabilities Championships, Integrated Pairs, Bowlers with an Intellectual Disability Vic vs Country Metro Match, Bowlers with a Physical Disability Nationals and Vic trials, Australian Blind Bowls Nationals

University Competition

- Formalise relationships with Victorian universities and Unisport to ensure there is a strong competition pathway to the Australian University Games
- Provide support to Victorian universities as required to launch and expand participation in university competitions
- Collate participation data and conduct qualitative and quantitative evaluation

Schools Programs

- Assist to develop and action a Schools Participation Project Plan in line with the Bowls Victoria Participation Strategy
- Identify, maintain and build relationships/partnerships with relevant support organisations in the education industry, eg: School Sport Victoria (SSV), Associated Catholic Colleges (ACC), Associated Grammar Schools of Victoria (AGSV), etc
- Identify and utilise appropriate bowls formats for primary and secondary schools and promote these in conjunction with the identified support organisations
- Assist the support organisations as required to roll out identified participation activities (ie: Coordinate the School Sport Victoria Bowls State Final in conjunction with SSV)
- Coordinate the Victorian Schools Super Series and be the Victorian liaison for the Australian Schools Super Series
- Monitor and improve the bowls Teacher Ambassador Program
- Collate participation data and conduct qualitative and quantitative evaluation of school programs
- Distribute promotional resources to recruit participating school students into other Bowls Victoria participation programs (ie: Junior Development Squads and U/18 Competition)
- Work with Clubs to establish pathways from school to Bowls Clubs and provide resources and support to Clubs to offer local schools programs

Other

- Research and identify resources to raise awareness, inform and educate Clubs, Regions and Divisions on cultural, social and physical barriers to participation
- Assist in identifying external revenue sources aimed at optimising program objectives including resourcing available grants and assisting in the application process
- Provide support to the implementation of other Bowls Victoria's Participation Programs such as; Play Bowls Month, School programs, All Abilities programs, Female Participation Initiatives, etc as required
- Work with the communications and marketing department to develop a suite of promotional resources and work collaboratively with other staff, committees and key stakeholders to effectively develop and promote the sport
- Work to ensure Bowls Victoria meets its obligations under the Child Safe Standards

Reporting

Reporting to: GM Bowls Operations

Direct Reports: N/A

Key Relationships

- Bowls Victoria Staff
- Bowls Victoria Board and Committees
- Clubs and Regions
- External agencies as required

Knowledge & Skills

- Effective communication with a variety of stakeholders and social groups
- Planning and evaluation of programs and initiatives
- Leadership and management of people, programs and initiatives at varying levels
- Knowledge and experience in the sports industry including experience within Clubs and volunteering at a grassroots level
- Ability to be innovative, collaborate and solve problems

Qualifications

- Tertiary qualifications in sports administration, business administration, or relevant experience
- Working with Children Check
- Current Australian Driver's License and own vehicle

Other Requirements

- Happy and bubbly disposition
- Bowls experience an advantage
- Willing to learn new skills and knowledge of the sport where necessary to effectively undertake the role
- Associate with the behaviors aligned to Bowls Victoria Values which are Adaptable, Inviting, Unified, Supportive & Efficient
- Be prepared to work some weekends and prepared to travel intrastate
- High level of computer literacy with Microsoft suite and database management
- Experience within the sporting or leisure industry and working within not-for-profit associations is desirable