

Position Description	Boccia Pathway Development Coordinator
Occupant	VACANT
Business Unit	Performance Pathway
Position Reporting to	Performance Pathway Manager – Boccia Australia
Employment Status	Part time 2-3 days (contracted to Dec 2024) with possible ongoing
Location	VICTORIA ( <i>Working from home</i> )
Date	Jun 2024

### 1. Position Purpose

The Boccia Pathway Development coordinator role is responsible for supporting talent development initiatives across the Boccia pathway. To provide innovative opportunities and activations to increase talent identification for ongoing athlete development. Facilitate new programs and be the first point of contact to new participants while providing fun and engaging activations or activities so that people new to Boccia have a great first experience. Connecting players, support networks and the community to assist in the growth and development of Boccia across the Performance pathway.

### 2. Reporting and Liaison

- a. Reporting to:  
Directly: National Performance Pathway Manager
- b. Liaison:  
Coaches  
External partners/venues and facilities  
Parents/Carers/family/Support Workers

### 3. Key Relationships

- a. Internal:  
High Performance Manager, Participation Manager  
State Based committees  
Development & HP Coaches
- b. External:  
State based clubs & coaches, Venue Management, Disability Organisations, Paralympics Australia, NIN, AIS & Sport AUS

5. Key Responsibilities & Performance Measures		
No.	Key Responsibilities	Performance Measures
(1)	<b>Pathway Development &amp; Activations (Talent ID)</b> <ul style="list-style-type: none"> <li>Represent and deliver Boccia at multi-sport events, school sport inclusion days, Get involved and Talent ID Days.</li> <li>Initiate and follow up with participants and refer players to identified current clubs</li> <li>Connect with external organisations for the development of the sport and any new programs</li> <li>Work closely with coaches (and other specialised staff) on best practice</li> <li>Create &amp; maintain database of new participants (talent ID)</li> </ul>	<p>Program (Boccia for Beginners) delivered consistently throughout VIC</p> <p>Well organised and facilitated activations that provide a great environment and first experience</p> <p>Successfully recruit and integrate new participants into a program/club (talent ID)</p> <p>Participants transitioning into the talent development program</p>
(2)	<b>Sport Development (Pathway)</b> <ul style="list-style-type: none"> <li>Innovate with new methods of awareness and promotion of Boccia</li> <li>Identify and build new relationships with external organisations to collaborate on opportunities to promote and deliver Boccia</li> <li>support coaches, provide resources, assist with facilitating the program implementation</li> <li>Provide articles and images for BA newsletter for promotion of boccia in Victoria</li> <li>Explore and apply for VIC based grant opportunities</li> </ul>	<p>Increased numbers of participant numbers in VIC</p> <p>Consistent communication to build strong relationships with key stakeholders</p> <p>Professional behaviours and representation of values (both Boccia and personal)</p> <p>Increased funding for programs</p>
(3)	<b>Event Support &amp; Delivery</b> <ul style="list-style-type: none"> <li>Implement and assist with the implementation of new program/club based competitions (intra program/club competition)</li> <li>Support the delivery of State based Titles where appropriate</li> </ul>	<p>Increased numbers at competitions</p> <p>More competitions at program/club level</p> <p>Successful events through consistent and improved feedback</p>
(4)	<b>Camps</b> <ul style="list-style-type: none"> <li>Support the delivery and organisation of State based talent ID camps</li> <li>Support athletes at domestic competition (as required)</li> </ul>	<p>Successful camp delivery, outcomes are achieved, and athletes, coaches and support personnel have a great experience.</p>
(5)	<b>Other duties as requested or required by Management.</b> <ul style="list-style-type: none"> <li>Liaise with venue/facility for programs and/or competitions (courts booked etc)</li> <li>Communicate with families and/or support workers as initial touch point - engagement</li> <li>General Administration duties as required.</li> <li>Reporting/Meetings</li> </ul>	

**(6) Environmental, Health and Safety Responsibilities:**

1. Complies with Boccia Australia and Venue OH&S policies and procedures, including integrity and anti-doping courses as directed by Sport AUS.
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health, and safety activities
5. Does not willfully place at risk the health or safety of any person in the workplace
6. Does not willfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with Boccia Australia in relation to activities taken by BA to comply with OH&S and environmental legislation.

**6. Knowledge & Skills, Qualifications, Competencies, Behaviour & Attributes**

**Knowledge & Skills**

- Strong presentation and communication skills in both one-on-one & group settings
- Self-driven and motivated; innovative and proactive
- Organised and methodical in planning and preparation; attention to detail
- Coaching fundamentals; able to facilitate and deliver programs
- Strong computer skills for email correspondence and document creation

**Qualifications/Learning**

- Enrolled for completion of Cert III/IV in Sport & Recreation or relevant education
- AIS & Sport Integrity Australia – Community Coaching Course, Child Protection, Inclusive Coaching
- Have or be willing to obtain - Boccia Australia Coaching Qualification – Level 1, 2

**Licenses, Memberships & Background Checks**

- You must hold (or be willing to obtain) a current Police Check and Working with Children Check
- BA Coach Membership
- Valid Driver's Licence

**Competencies, Behaviours & Attributes**

Attitude and behaviours aligned with the Boccia Australia values.

- Inclusive – everyone is valued, welcome and contributing to our culture (sport – Boccia)
- Aspirational – being the best that we can be as individuals and a sport
- Collaborative – working together (with key stakeholders) to achieve success

Competencies, Behaviours & Attributes aligned with this role.

- Refined interpersonal skills and the ability to build collaborative relationships with stakeholders
- Demonstrated resilience and solution focused approach to all issues
- Ability to remain calm under pressure and work in a challenging and changing environment
- Preparedness to be flexible with respect to working hours, particularly during peak times and events

