

Regional Development Officer – Dubbo

Position Details

Date prepared	December 2021
Location	Dubbo
Reporting to	Centre Support Manager
Direct Reports	Volunteer workforce
Hours	Full time – 35 hours per week with evening and weekend work required
Salary	Salary PLUS fully maintained vehicle PLUS Super

About Little Athletics NSW

Little Athletics is a fun, social and active program for girls and boys aged 3 to 17. The program teaches a wide range of skills based on running, jumping and throwing. It is a Foundation Sport delivered at over 180 Centres across NSW with a focus on Family, Fun and Fitness.

Position Profile

Position Purpose	To represent and grow the Sport of Little Athletics in the assigned region by providing support to Centres, engaging with schools, councils and other relevant community groups, and running of activities and events.
This position will work closely with...	Fellow Development Officers Centre Support Manager Participation and Partnership Manager Competitions Manager

Key responsibilities

Engagement with Centres

Engage Centres in the assigned region to:

- Proactively establish relationships and provide assistance as required in conjunction with the Centre Support Manager.
- Assist with programs and implement of a variety of products with the aim to keep participants engaged.
- Proactively engage Centres to provide coaching and clinics.
- Conduct “wellness” calls and Centre visits and provide updates to the Centre Support Manager.
- Assist in finding, retaining and developing coaches and other

volunteers.

- In conjunction with the Participation and Partnership Manager, introduce products, program recommendations and other strategies to increase retention and recruitment of participants.

School Programs

Engage with schools within assigned region to provide programs and support services with the aim to increase participation and membership at local Centres by:

- Coordinate programs in local schools.
- Organise and facilitate school visits and information sessions.
- Assist to provide coaches and/or officials for school carnivals.
- Actively promote Little Athletics within schools to drive brand awareness and registrations.

Participation Programs

In conjunction with the Participation and Partnership Manager, identify opportunities for increasing brand awareness and participation with initiatives including:

- Come and try days
- Activations at community events
- Programs that engage multicultural and indigenous communities

Clinics and Carnivals/Competitions

Develop a schedule of Clinics throughout the year hosted across assigned region, and implement in conjunction with the Competitions Manager a range of carnivals/competitions to grow the profile of Little Athletics and the various products available, engaging current and potential participants.

Coaching and Officials

Engage with Centres and schools to assist in the attraction and retention of coaches and officials. Working closely with the Head of Coaching and Workforce to:

- Identify development opportunities for coaches and officials at local Centres.
- Identify Centre appetite for hosting courses for coaches and officials.

Zone/Region Coordinators

Provide support as required to Zone and Regional Coordinators.

Information

As the local eyes and ears on the ground provide information and feedback to relevant LANSW staff regarding what is happening in the local community to assist in the strategic development of service provision in regional areas.

Skills and attributes

<p>The individual in this position should have... <i>(Skills, qualifications and experiences required)</i></p>	<ul style="list-style-type: none"> • A passion for the sport of Athletics & a solid understanding of how the sport operates. • Excellent customer service skills. • Understand the local community and be able to communicate local needs and issues.
<p>The individual in this position should be ... <i>(Personal characteristics, attributes desired...)</i></p>	<ul style="list-style-type: none"> • Highly self-motivated and able to operate remotely with minimal day to day supervision. • The ability to problems solve and have a solutions focus to issues as they arise. • Be able to establish relationships a broad group of the local community from the athlete to the Centre committee and from school teachers to members of local councils.

Our Values

<p>Integrity</p>	<p>We will have high ethical standards for all across the sport.</p>
<p>Innovation</p>	<p>We don't do things as they have already been done. We challenge ourselves to be innovative.</p>
<p>Inclusion</p>	<p>We respect and are welcoming of all options, cultures, genders and people.</p>
<p>Excellence</p>	<p>We will work above and beyond, and strive for continuous improvement.</p>