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| **WORLD ARCHERY FIELD CHAMPIONSHIPS MANAGER – POSITION DESCRIPTION** |
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| **BUSINESS UNIT** | Archery Australia |
| **POSITIONS REPORTING TO** | Archery Australia Archery Coordinator |
| **EMPLOYMENT STATUS** | Voluntary (per diems available) |
| **LOCATION** | Flexible |
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| **PRIMARY JOB PURPOSE** |
| Archery Australia is the National Sporting Organisation for Archery in Australia, and our vision is for Archery to be a sport for all, for life. Archery Australia comprises of three levels of management: the Archery Australia Office and Board, State-based Recognised Governing Bodies (RGBs) and local Clubs. Archery Australia is seeking one team manager for the World Archery Field Championships. They will be responsible for the management of the Australian recurve, compound and barebow team for the World Archery Field Championships that will take place in Lac La Biche, Canada 16th to 22nd September 2024. All travel and accommodation costs will be covered by Archery Australia.  |
| **VALUES** |
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| **KEY RESPONSIBILITIES**  |
| * Administration in all areas in relation to the team
* Welfare of all team members and officials from the time of team departure until the return of the team
* Coordinating travel and accommodation in consultation with AA
* Ensure uniforms and equipment including first aid equipment are available prior to the teams departure
* Providing training and tour information (e.g. travel, accommodation and competition/function details i.e. contact numbers and addresses
* Collection of completed – player profiles – signed obligation forms including codes of behaviour – medical forms
* Ensuring all team members are aware of their sport’s anti-doping policy
* Acting as liaison officer between the organising committee of the event, the coach, and the team
* Mediating any problems that may arise amongst athletes, coaches, officials, and supporters
* Ensuring athletes under 18 years of age are always supervised, this includes whilst travelling.

Being responsible for all financial details, including collecting receipts and providing a financial statement of monies expended throughout the trip |
| **RELATIONSHIPS** |
| **Internal Relationships*** Athletes and Team Coach
* Athlete Parents
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| **KNOWLEDGE, SKILLS and EXPERIENCE** |
| * Must be over 18 years of age
* Must be a current financial member of Archery Australia
* Must be an Australian resident
* Must have a current Working with Children or equivalent
* Must have a knowledge of the World Archery Shooting Rules, Judging procedures and archery technical knowledge
* Ideally has previous experience in managing sporting teams in particular managing teams overseas and 24/7 responsibility for athletes some of whom may be minors
* Must remain in “good standing” with AA and always comply with the AA Team Official Agreement and Code of Conduct and otherwise conduct themselves in a way that does not bring their sport or the Team into disrepute.
* Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
* Strong organisational skills
* Current First Aid certificate is preferred
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| **BEHAVIOURS AND ATTRIBUTES** |
| * Self-motivated, able to work independently and as part of a team
* Demonstrated ability to exercise sound judgment, observe confidentiality and use discretion and initiative
* Promote and role model AA values including inclusivity, equity, respect, pride, integrity and commitment and contribute to positive organisational culture
* Sets standards for excellence and ensures high quality.
* Takes responsibility and encourages others to take responsibility
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| **MORE INFORMATION** |
| For more information on the position please contact Anthony Maxworthy anthony.maxworthy@archery.org.au  |
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| **APPLICATIONS:**  |
| Closing Date: 31st May 2024. Please email a copy of your CV along with a cover letter of no more than 2 pages to:Anthony MaxworthyArchery Coordinator, Archery AustraliaEmail: anthony.maxworthy@archery.org.au  |