



WA 2025 YOUTH WORLD CHAMPIONSHIPS MANAGER – POSITION DESCRIPTION

BUSINESS UNIT	Archery Australia
POSITIONS REPORTING TO	Archery Australia Archery Coordinator
EMPLOYMENT STATUS	Voluntary
LOCATION	Flexible

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 Youth Championships. They will be responsible for the management and leadership of the Australian Youth recurve and compound teams for the World Archery Youth Championships that will take place in Winnipeg, Canada 17th to 24th August 2025. Travel and accommodation costs for the event will be covered by Archery Australia.

VALUES



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 the AA office.
 - Ensure uniforms and equipment including first aid equipment are available prior to the team’s 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
 - High Performance Manager & Staff



KNOWLEDGE, SKILLS and EXPERIENCE
<ul style="list-style-type: none">• 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 for their jurisdiction• 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 most of whom will 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• A police check will also be carried out
BEHAVIOURS AND ATTRIBUTES
<ul style="list-style-type: none">• 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
MORE INFORMATION
For more information on the position please contact Anthony Maxworthy anthony.maxworthy@archery.org.au
APPLICATIONS:
Closing Date: 18 th March 2025. Please email a copy of your CV along with a cover letter of no more than 2 pages to: Email: nationalteams@archery.org.au