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| <b>Job Title:</b>      | Athlete Wellbeing and Engagement Lead          |
| <b>Organisation:</b>   | Archery Australia                              |
| <b>Department:</b>     | High Performance                               |
| <b>Location:</b>       | Canberra Based at the AIS Centre of Excellence |
| <b>Reports to:</b>     | General Manager Performance                    |
| <b>Date of Effect:</b> | TBC  |

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| <b>Organisational Environment</b> | <p>Archery Australia is recognised by World Archery and Australian government at all levels as the national body for the sport of Archery in Australia. Archery Australia partners with the Australian Olympic Committee and Paralympics Australia to prepare athletes to represent Australia every four years in Olympic and Paralympic teams.</p> <p>The Archery Australia Centre of Excellence (COE) has been established at the AIS Archery Centre in Canberra to support the continuous development of identified athletes and coaches in the Australian High Performance Program.</p> <p>The Archery Australia COE Program is a priority in our strategic plan to deliver a world class environment and program that will develop identified, committed athletes and coaches to achieve excellence and win medals at benchmark international events. The COE will become the central point of Olympic and Paralympic development and preparation as we strive to achieve our goal of, once again, becoming a world class Archery nation.</p> <p><b>VISION:</b> Creating a sustainable high-performance program for athlete and coach success in sport and life</p> <p><b>MISSION:</b> Build the commitment and capability of the high performance program to win well on the way to, and at Brisbane 2023.</p> <p><b>VALUES:</b> Inclusivity, Innovation, Safety, Integrity and Unity.</p> |
| <b>Role Purpose</b>               | <p>The Athlete Wellbeing &amp; Engagement (AW&amp;E) Lead plays a critical role in delivering on this strategy. Supporting athletes as they navigate the high-performance environment, empowering them to find balance between wellbeing, personal and professional development and the training and competition requirements of international competition. AA is committed to holistic development and the AW&amp;E Lead plays a critical role in enabling</p>  |

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|                                | <p>this, through effective teamwork and collaboration with coaches, support staff and athletes. The role also plays a strategic role in the development and implementation of the AA Wellbeing Operational Plan that aligns and integrates wellbeing goals within the AA High Performance Strategy.</p> <p>AA is committed to the AIS Win Well pledge, the AW&amp;E Lead will promote the pledge and the values of AA thereby enhancing performance through holistic athlete development, positive athlete experience and accountability.</p>  |
| <p><b>Responsibilities</b></p> | <p><b>Strategic Leadership &amp; Program Development</b></p> <ul style="list-style-type: none"> <li>• Lead and implement AA’s Wellbeing Operational Plan, ensuring alignment with the High-Performance Strategy to enhance both performance and athlete experience.</li> <li>• Develop and oversee a comprehensive wellbeing education framework for Able-bodied and Para athletes, in a decentralised program and at the newly established Centre of Excellence in Canberra.</li> <li>• Influence high-performance decision-making by advising on athlete wellbeing at a strategic and operational level.</li> <li>• Foster collaboration with the National Institute Network (NIN) to create seamless pathways and holistic support structures for athletes.</li> </ul> <p><b>Athlete Support &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Provide contemporary performance support in AW&amp;E as part of an integrated performance support and coaching team to positively impact on athletes’ development and performance.</li> <li>• Provide tailored, proactive support to athletes during high-risk periods (injury, non-selection, post-benchmark events, major transitions, significant life events).</li> <li>• Create and monitor individual wellbeing plans through regular reviews with athletes, coaches and support staff, that balance performance goals with career, education, and personal development, aligning with AA's expectation for active transition preparation beyond sport.</li> <li>• Support athletes in developing essential high-performance behaviours while managing the demands of elite sport and life beyond competition.</li> <li>• On ground support at the CoE of athletes living on site or in Canberra</li> </ul> |



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|                          | <p><b>Performance Integration &amp; Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Work as an integral part of the performance team, collaborating closely with coaches, support staff, and leadership to embed wellbeing into the high-performance culture.</li> <li>• Maintain open, constructive communication with coaches, ensuring a shared understanding of athlete wellbeing priorities.</li> <li>• Develop strong external partnerships with community organisations to provide meaningful engagement and career development opportunities for athletes.</li> </ul> <p><b>Management &amp; Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Stay informed of and connect athletes to AIS/NIN programs, referral services and resources.</li> <li>• Strengthen community partnerships to drive athlete growth, purpose and opportunity to inspire.</li> <li>• Stay informed on industry best practices and leverage data to drive continuous improvement in athlete wellbeing initiatives.</li> <li>• Ensure robust record-keeping and reporting through the Athlete Management System (AMS).</li> </ul> |
| <b>People Management</b> | <ul style="list-style-type: none"> <li>• Nil</li> </ul>  |
| <b>Budget Management</b> | <ul style="list-style-type: none"> <li>• TBC</li> </ul>  |

**Job Holder Capabilities**

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| <b>Qualifications and Experience</b> | <ul style="list-style-type: none"> <li>• Tertiary qualifications and/or industry certification in a relevant field (e.g., psychology, social work, education, counselling) preferred.</li> <li>• <b>Proven experience in:</b> <ul style="list-style-type: none"> <li>○ Developing and implementing long-term strategies or learning frameworks.</li> <li>○ Case management and athlete support, including triage and referral processes.</li> <li>○ Guiding athletes through transitions, career development, and personal growth pathways.</li> <li>○ Working in multi-disciplinary high-performance environments to integrate wellbeing and performance.</li> <li>○ Building and leveraging stakeholder relationships to enhance athlete opportunities.</li> </ul> </li> </ul> |
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| <p><b>Competencies</b></p>              | <ul style="list-style-type: none"> <li>• <b>Relating and Networking</b> – demonstrated ability to able to gain commitment, build trust and partnerships effectively and quickly; builds wide and effective networks of contacts inside and outside RA.</li> <li>• <b>Working with People</b> - relates well to people at all levels; manages conflict; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates; self-reflects for growth.</li> <li>• <b>Leadership</b> – demonstrated ability to transform a vision into a shared purpose through personal commitment as well as engaging, developing, coaching, motivating and guiding a team to achieve successful outcomes; provides others with a clear direction; sets exemplary standards of behaviour.</li> <li>• <b>Business</b> – an understanding of sport industry acumen.</li> <li>• <b>Planning and organising</b> – capability to set clearly defined objectives and plans activities and projects well in advance; identifies gaps, interprets information and organises resources needed to accomplish tasks; monitors and evaluates performance against deadlines and milestones.</li> <li>• <b>Learning and Researching</b> – systematically evaluates opportunities and tenaciously works to meet and exceed goals while maximizing learning experiences; gathers comprehensive information to support decision making; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback); manages knowledge (collects, catalogues, and disseminates knowledge beneficial to the organisation).</li> <li>• <b>Emotional Intelligence:</b> Ability to understand and interpret one’s own and others’ emotions and behaviour to effectively manage own responses effectively.</li> <li>• <b>Cultivating Networks and Partnerships:</b> Initiating and maintaining strategic relationships with stakeholders and potential partners inside and outside the organisation to support organisational objectives.</li> <li>• <b>Strategic Influence:</b> Creating and executing influence strategies that gain commitment to one’s ideas and persuade key stakeholders to take action that will advance shared interests and organisation goals.</li> <li>• <b>Conveying Confidence:</b> Demonstrating a poised, credible, and confident demeanour that reassures others and elicits respect.</li> <li>• <b>Inspiring Excellence:</b> Driving high standards; tenaciously working to meet or exceed challenging goals; defining success by goal achievement and continuous improvement.</li> </ul> |
| <p><b>Key Working Relationships</b></p> | <p><b>Key relationships include:</b></p> <ul style="list-style-type: none"> <li>• General Manager Performance</li> <li>• Chief Executive Officer</li> </ul>  |



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|                                   | <ul style="list-style-type: none"> <li>• Senior Archery Australia Staff</li> <li>• Centre of Excellence Program coaches, management, and support staff</li> <li>• Members of the ASC, AOC, AIS and National Institute Network partners</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• Volunteers, Coaches and Athletes</li> <li>• RGBs (States)</li> <li>• Media</li> </ul>   |
| <b>Child Safety</b>               | <ul style="list-style-type: none"> <li>• Archery Australia is committed to providing children and young people with a positive and enriching environment that promotes their social, physical, or emotional development. We are committed to safeguarding children through the National Integrity Framework and the Child Safe Policy ensuring young people in our care feel safe and are safe.</li> <li>• We expect representatives of the organisation, regardless of their role or level of responsibility to support such an environment.</li> <li>• As part of your duty, you must recognise that children and young people require special care and attention to feel safe and you will be committed to protecting and prioritising the safety of children and young people involved in Archery programs and services.</li> <li>• It is an inherent requirement of this role that the incumbent role holds and maintains relevant, current, Child Safety certification through a Working With Children or Vulnerable people Check.</li> </ul> |
| <b>Citizenship/Visa</b>           | <ul style="list-style-type: none"> <li>• You must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify the organisation if your right to work in Australia ceases.</li> </ul>  |
| <b>Police Check</b>               | <ul style="list-style-type: none"> <li>• Hold or ability to hold and maintain a satisfactory National Police Criminal History Check prior to appointment.</li> </ul>  |
| <b>Other relevant information</b> | <ul style="list-style-type: none"> <li>• This role is required to travel domestically and internationally.</li> <li>• Due to the nature of the role and the sport industry, some outside of hours work including evenings and weekends will be required to attend meetings, competitions and events.</li> </ul>   |
| <b>What do we value</b>           | <p><b>Our Diversity Message</b></p> <p>We are passionate about helping people lead happy, healthy, and active lives. We celebrate diversity of sex, gender identity, gender expression, sexual</p>  |



orientation, intersex status, ability, skill, cultural background, ethnicity, location, religious or political beliefs, life stage, and encourage everyone to apply. There is a place in our sport for everyone, exactly as you are.

#### **Our Culture Message**

We are committed to consistently act in ways that reflect what we believe in, what we stand for and our commitment to Australia and each other. Our values of respect, integrity, teamwork and excellence underpin how we deliver, lead and manage people and relate to each other and our stakeholders.

#### **Our Safety Message**

We actively undertake measures to ensure the safety of children and young people, athletes and vulnerable people in our physical, digital and cultural environment. This includes risk assessing our positions to determine which require a Working with Vulnerable People or Working with Children licence. State based legislation requires those who work or volunteer with vulnerable people to have.

#### **Our Values are**

- Integrity
- Inclusiveness
- Innovation
- Safety
- Unity