



## Sport Participation Lead – Position Description

<b>BUSINESS UNIT</b>	Archery Australia
<b>POSITIONS REPORTING TO</b>	Archery Australia Chief Operations Officer in collaboration with Archery NSW President
<b>EMPLOYMENT STATUS</b>	3 days – 12 month fixed term contract
<b>REMUNERATION</b>	Package up to \$50,000
<b>LOCATION</b>	New South Wales (Metropolitan preferred)

## ENVIRONMENT

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 is a not-for-profit community and membership-based organisation recognised by government at all levels as the National controlling body for the sport of Archery in Australia to represent the interests of its members to government, other sporting organisations and the international archery federation (World Archery).

Archery Australia as a sport provides access to standardised rules and regulations, policies and procedures, awards and classifications while delivering open and fair events and equity, as well as participation at all levels and all abilities of the sport.

## PRIMARY JOB PURPOSE

Archery Australia is seeking a newly created role of Sport Participation Lead to be based within New South Wales and service the NSW metropolitan and regional areas.

The primary purpose of the role will be to support the recognised governing bodies (RGB) of Archery NSW and their clubs to deliver the [Archery Australia Strategic Plan](#) by supporting the community to access, engage and enjoy archery by activating the [Play Well](#) participation strategy. This role will promote inclusivity and participation in the sport through increasing participation opportunities in the community and schools, particularly in underrepresented groups in the sport and across NSW rural regions.

This key role will also work closely with the RGBs to support their capacity for growth in their clubs and with their people. The support will extend to development or activation of initiatives, community engagement, building local stakeholder partnerships inclusive of government departments, participation growth and volunteer support.

This role will facilitate, increase and manage archery activities and identify opportunities and support for community involvement across a wide range of population groups, cultural groups and



accessibility support and evaluate the effectiveness and impact of programs to keep them relevant and contemporary for ongoing engagement in the sport.

The role will require a non-traditional, out of business hours, travel around the region and weekend support from time to time due to the nature of role.

Applicants must be a resident of Australia and are required to complete a Police Check and must have a Working with Children Clearance or equivalent.

## VALUES



## KEY RESPONSIBILITIES

- Activation of the Archery Australia strategic plan and Play Well participation plan
- Directly supporting and working alongside Archery NSW and clubs to develop and activate participation strategies specific to the region
- Include archery into sporting schools program or school curriculum and grassroots programs
- AA representative as a non-voting Recognised Governing Body (RGB) board / committee member
- Build and maintain strong relationships with RGB clubs and its members
- Identify strategic partners and participation opportunities and build partnerships to help grow the sport within the state community, inclusive of grant application and local funding opportunities
- Advocacy for the sport of archery and the vision of Archery Australia sharing ideas from other state Participation leads
- Coordinate participation and community engagement plans and events
- Facilitate access to training and community coach courses and accreditation process
- Provide administrative support for Archery NSW and their associated clubs and volunteers
- Provide support to RGBs and associated clubs to update and review policies in line with Archery Australia and good governance practice
- Support clubs to ensure the safe and fair delivery of their training and competitions
- Report Archery Australia and Archery NSW on progress, challenges, and opportunities in participation growth
- Other ad-hoc duties in relation to key responsibilities

## RELATIONSHIPS

### Internal Relationships

- Archery Australia staff and contractors
- Archery NSW and Key Committee members
- Archery NSW Clubs



### **External Relationships**

- State/Territory, RGB clubs and Club members
- Other external Partners of Archery NSW and Archery Australia and community programs partners

## **QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED**

### **Desirable Requirements**

- Experiences in program development and activation, implementing strategic and operational plans, sport engagement, school sport or participation programs
- Relevant degree and/or significant demonstrated experience in a sport development role.
- Understanding of the Australian sporting landscape and sport development
- Technical and tactical knowledge of the sport of archery and archery coaching accreditation would be highly regarded
- Knowledge of grant funding processes and program administration
- Demonstrated ability for collaborative leadership and volunteer management
- Ability to work externally, independently and proactively across a wide range of areas
- Demonstrated cultural competency and fostering a diverse and inclusive environment
- Strong communication and interpersonal skills across a range of audiences and stakeholders
- Experience in change management and influencing behaviour to introduce new concepts.
- Experience in training and facilitating educational short courses
- Strong computer and administrative skills

### **Essential Requirements**

- National Police Clearance
- Paid Working with Children Check.
- Current drivers licence
- First Aid Certificate including CPR

## **BEHAVIOURS AND ATTRIBUTES**

- Proactive, solution focused and adaptable
- Strong communication and interpersonal relationship building skills
- Innovative in targeting needs of the sport and community
- Approachable, reliable and trustworthy
- Ability to work in a small team environment or remotely
- Strong organising and project management skills
- Personal commitment to organisational excellence and values of, inclusivity, safety, unity, integrity and innovation