

SWAS.



Position Description Program & Athlete Coordinator

Please direct all enquiries to the Chief Executive Officer:

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ABOUT THE ORGANISATION

The South West Academy of Sport (SWAS) is the home of developing, emerging, and talented athletes in south west Victoria. As one of the six Victorian Regional Academies of Sport, SWAS provides sport specific coaching and seeks to address the needs of aspiring athletes to reach elite levels of competition through State and National representation.

SWAS is a not-for-profit organisation that reports to the Victorian Institute of Sport and the Victorian State Government. SWAS is entering an exciting period of change following the release of its 2023-2027 Strategic Plan, as it seeks to better support athletes in their sporting pathways.

ABOUT YOU

You are someone who is passionate about supporting young people to achieve their sporting ambitions. You are good humoured, honest, friendly, and have a high attention to administrative detail. You take joy in the success of others and take pride in high quality service delivery. You value effort, being part of a team, and have a passion for sport.

PRIMARY PURPOSE OF THE ROLE

The ***Program & Athlete Coordinator*** is a key point of contact for athletes, parents and guardians, coaches and service providers, in addition to the CEO. They provide administration and delivery of the day-to-day programming of academy services. You will have a key role ensuring SWAS operates efficiently and effectively to deliver SWAS athletes with the most enriching experience that the organisation can deliver in line with its policies, strategic plan, and budget.

You will work with the CEO to ensure that SWAS programs are implemented professionally. This may include communicating directly with the Victorian Institute of Sport, other Regional Academies of Sport, State Sporting Associations and National Sporting Organisations. This is a unique opportunity to support a key stage of athlete development and future sporting champions from south west Victoria.

KEY RELATIONSHIPS

Reports To: Chief Executive Officer

Direct Reports: No staff, however in addition to coaches and volunteers, SWAS may engage with students on placement from time to time.

Internal Relationships: CEO, placement students,

External Relationships: Coaches, facility owners/managers, athletes, parents, media, Deakin University Warrnambool, Councils

KEY RESPONSIBILITIES AND DUTIES

This role covers all aspects of athlete programming with direction and input from the CEO and includes (but is not limited to) coordinating the following;

It is expected the Program & Athlete Coordinator will fulfil the Key Responsibilities with support and direction from the CEO. They will report on program issues, successes, future improvements, and opportunities.	
Task	Duties
Athlete Application Process	<ul style="list-style-type: none"> • Ensure the integrity of the Application process • Communication and promotion of application process • Managing acceptance process (incl. coordinate interviews) • Notification of successful/unsuccessful applications
Tier 1 - Athlete Management & Service Delivery	<ul style="list-style-type: none"> • On-boarding of athletes • Review/refinement of Resources • Coordination of service delivery • Manage Athlete check-ins • Key point of contact for athletes and their supporters • Ensure service requirements are completed in a timely fashion • Coordinate aspects of fitness testing days including venue, facilitators, equipment, and presentation and distribution of results
Physical Conditioning	<ul style="list-style-type: none"> • Ensure that programs are relevant and updated as required. • Ensure partner sessions are promoted • Liaise with coaches re: Programs, MSK, Fitness Test results, and periodisation for athletes
SWAS Platforms <ul style="list-style-type: none"> - Athlete Member Portal - Operoo - Online Media 	<ul style="list-style-type: none"> • Ensure content remains relevant and is updated accordingly. • Pro-actively source relevant resources to extend the current content. • Ensure athletes have access to the member portal • Manage SWAS databases accordingly • Pro-actively contribute to, and manage SWAS online presence
Tier 2 - SWAS Sporting Programs	<ul style="list-style-type: none"> • Coordinate dates with coaches in consideration of in-season/offseason events and selection periods • Ensure coaches are appropriately qualified • Ensure that scheduled times are promoted and updated as required • Monitor athlete attendances • Confer with coaches on athlete progression

KEY SELECTION CRITERIA

1. Relevant qualification and/or experience
(eg. Human Movement, Sport Management, sporting environments & administration)
2. Excellent administration and time management skills with the ability to set priorities, plan, and demonstrate initiative
3. Excellent interpersonal and presentation skills with the ability to effectively engage with a varied audience
4. Proficient computer skills across the Microsoft suite of products and have high ability to learn or manage new software
5. Excellent written communication and social media skills with a high attention to detail
6. Demonstratable knowledge and understanding of sporting pathways and high-performance environments.

QUALIFICATIONS & EXPERIENCE

- A qualification or degree in a related field (Eg. Human Movement, Sports Management, Physical Education) **OR;**
- Considerable knowledge and experience within the sports industry, particularly that of elite and high-performance environments
- Strength & Conditioning / Personal Training qualifications and experience are highly desirable
- First Aid qualifications are desirable

PRE-EMPLOYMENT CHECKS

Employees must have (or be able to obtain) and maintain;

- a current Working with Children Check,
- a current Police Check
- a current Victorian Driver's License

LOCATION

SWAS is based at Deakin University Warrnambool Campus and the role will be required to operate from the office. Some flexibility for working remotely within the south west catchment will be considered for the successful candidate (Corangamite, Moyne, Southern Grampians, Glenelg, Warrnambool).

PHYSICAL REQUIREMENTS

This role requires;

- a high proportion of time spent in an office environment (eg. at a desk),
- a low proportion of time spent in an outdoor environment or offsite location,
- intermittent regional travel,
- a high frequency of speaking on the phone or via online meetings,
- a moderate frequency of face-to-face contact with people,
- occasional physical exertion (eg. moving equipment).

HOURS OF WORK

The position is part-time (0.6 FTE), 22.8 hours per week with an expectation of hours being completed between Monday and Friday during regular business hours (min. 3 days per week). However, due to the nature of the role some work will be required outside of normal business hours. Flexible working arrangements and Time in Lieu will be available for the successful candidate in discussion with, and approval by the CEO.

REMUNERATION

This position will be offered as a one-year contract with the possibility of a twelve month extension, and is subject to a 3 month probation period. The position will be compliant with the [minimum National Employment Standards](#) and therefore will include four weeks annual leave (equivalent) and superannuation (11%). Please note the SWAS office will close for two weeks over the Christmas and New Year period requiring leave to be taken.

The total package equates to \$59,834.86 pro-rata (0.6 = \$35,900.92).