Ultimate Victoria
Development Officer
Position Description

Position Overview

The Ultimate Victoria Development Officer maintains key relationships with affiliated clubs, schools, coaches and other stakeholders. Basic duties include planning and running events, coaching, overseeing the state representative program and the development of school Ultimate. Due to the nature of the sporting industry the position will be required to travel throughout the state and work outside normal business hours from time to time, such as evenings and weekends.

Essential criteria

- able to effectively manage relationships with stakeholders
- strong written and oral communication skills
- able to work independently and remotely with support over email/phone
- excellent project and time management skills
- member of the AFDA (or acceptance of this upon appointment)

Desirable criteria

- drivers license and access to a vehicle
- advanced computer skills; capable at word processing, spreadsheets, email and wordpress
- basic financial management skills
- previous experience in sports administration
- familiarity with Ultimate in Victoria
- can provide own workspace (eg home office)

Hours

The position is a full time role, and will be for 38 hours per week

Remuneration

The role has been assessed against the Sporting Organisations Award 2010 (MA000082) as a Coach Grade 2 position. Salary will be paid weekly in arrears.

Duties of Position

League Development

- Investigate options for setting up and assisting the running of new leagues across Victoria.
- Work with field owners/providers to seek new venues for league competition.

Youth Development

- Oversee implementation of VicFlick (under 18 age group) program
- Recruit, coordinate and educate coaches

Club Development

- Hold regular meetings with affiliated clubs.
- Assist affiliated clubs with
  - strategic planning
  - locating and hiring field space
  - grant applications
  - women/youth development
  - tournament organisation
  - event and club promotion
- Work with existing teams and groups to encourage new clubs to become affiliated and assist them through the incorporation process.

Representative Teams

- Initiate and oversee the Victorian under 18 and under 22 representative team campaigns.
- Seek and appoint appropriate coaches and managers for representative teams.

Miscellaneous

- Maintain document management system.
- Provide weekly task list and timesheet to the UV Committee.
- Liaise with and report to the UV Committee.
- Participate in UV Committee meetings and discussions.
- Other projects or duties as determined through discussion with the UV Committee.
- Ensure all tasks are in line with the current strategic goals of the organization as outlined in the Strategic Plan.

Reporting

The position reports to the UV Committee via monthly report and attendance at monthly committee meetings.