

Swimming NT: Development Officer POSITION DESCRIPTION

ORGANISATION	Swimming Northern Territory Inc.
UNIT	Participation Development
POSITION	Club Development Officer
IMMEDIATE SUPERVISOR	Executive Officer- Swimming Northern Territory Inc
EMPLOYMENT STATUS	Full-Time
LOCATION	Darwin NT
SALARY	Salary \$55,000-\$65,000 per annum + Superannuation

Background

Given the growth that is occurring in swimming, it's a pivotal time to join Swimming NTI in the exciting role of **Club Development Officer**. Reporting to the EO, the Club Development Officer is crucial to our sport in:

- Aiding the national network of Club Development Officers to grow the sport and encourage lifetime participation;
- providing education, resources and support to swimming clubs to assist them to better support members and have sustainable operations;
- continually improving education and support for coaches, technical officials and volunteers; and
- ensuring best practice and innovation, both for our Participation & Sport Development as well as more broadly in swimming across the nation and region for our Members Associations.

Swimming NTI seeks to lead and introduce contemporary participation programs and to support clubs, swim schools, government and non-government schools and facilities to remain vibrant and important hubs of the community. The Club Development Officer will also work closely with our Members Associations and the broader Swimming Australia team to grow the sport of swimming in the NT.

The role will suit someone with a passion for sport – particularly swimming. We seek a candidate who:

- Understands sport participation levers
- Understands club environments and has experience working with volunteers
- Has proven project management skills and experience
- Has experience with strategic planning
- Has high-level IT competency, including exposure to database systems
- Has impressive communication, relationship-building, influencing and presentation skills
- Is process driven
- Understands change management
- Is a highly motivating people leader
- Preferably has:
 - Experience in the sporting, not-for-profit sector; and
 - Knowledge of swimming.



Swimming Northern Territory Limited is the peak body for swimming in the NT with 8 clubs and 1,000 registered members nationally. Swimming NTI's vision is to create a nation of swimmers admired by the world, through inspiring Territorians to be the swimmer they want to be - from grass roots community participation through to elite level swimmers.

Swimming NTI is committed to being an organisation that:

- is an equal employment opportunity employer;
- provides a welcoming, respectful and safe environment for children, members and employees;
- has zero tolerance for child abuse and neglect, illicit drugs and performance enhancing substances;
- will appropriately and immediately address child abuse and neglect, serious member welfare issues and allegations of involvement with illicit drugs or performance enhancing substances, should it be made aware of any concerns.

All staff and volunteers of Swimming NTI must complete background screening (including holding a current Ochre Card and Police Check) and agree to abide by the Swimming Australia Safe Sport Framework as a condition of employment.

To be eligible to apply you must be an Australian/ New Zealand citizen or hold permanent residency.

Key Relationships

Internal	External
Members, participants, coaches, officials and volunteers	Australian Sports Commission
SNTI Team	FINA
Swimming Australia team and staff	Government and Non-Government Schools
Australian Swimming Coaches and Teachers Association	
Australian Swimmers Association	



Accountabilities	
Management	<ul style="list-style-type: none"> ▪ achieve targets, build and strengthen relationships and maximise output ▪ Partner with and work co-operatively across Swimming Australia and Member Associations teams to achieve organizational and sporting goals

Position Requirements

1. Skills and experience

- At least 3-5 years' experience and knowledge working in sport, not-for-profit or a demonstrably comparable and transferrable sector
- Teacher of Swimming and Water Safety- Aust Swim or ability to obtain.
- Current First Aid and CPR or ability to obtain.
- Demonstrated business and management skills
- Demonstrated experience in leading, planning, managing and implementing projects in complex environments
- A confident and positive approach to problem solving and program development
- Strong communication skills with a proven ability to build, maintain, manage and influence supportive working relationships with a range of internal and external stakeholders
- Excellent presentation and facilitation capabilities
- Positive people management experience
- Practical understanding of good governance and business planning
- Financial management skills
- Understanding of the relationship between coach, club committee and facility owner in a swimming club or other sporting environment is desirable.

2. Key personal attributes

- Proven capability leading teams
- Engages and motivates employees within a changing environment to achieve success
- Ability to work autonomously
- Ability to build rapport with a wide range of people both internally and externally
- Strong attention to detail and time management.
- Builds teamwork and co-operation by sharing resources, knowledge and skills
- Driven by strong ethics and values, is open, honest and accountable for their actions
- A passion for sport-swimming in particular – is highly regarded



Key Position Accountabilities	Objectives
<p>Development and drive the Club Development Strategy</p>	<ul style="list-style-type: none"> • Create a network of structured, sustainable clubs that: <ul style="list-style-type: none"> ○ provide a fun and supportive environment for swimmers, coaches and volunteers of all ages and abilities; and ○ are self-managed through robust governance processes supported by SwimmingNTI and its Member Associations. • Ensure the National Club Development Network is able to assist clubs to: <ul style="list-style-type: none"> ○ Understand local issues and barriers to growth ○ Identify and implement actions to overcome barriers ○ Provide positive and inclusive programs ○ Understand and implement the Safe Sport Framework and respond to Safe Sport complaints ○ Promote and be accountable to good governance practices ○ Understand and use resources available ○ Promote and embrace new national participation programs. ○ provide a fun and supportive environment for swimmers, coaches and volunteers of all ages and abilities; and • Drive the development and implementation of education and club engagement programs • Ensure that our swimming initiatives are representative of Australian society, from a diversity and inclusion perspective. • Visit every club and promote junior membership = grow membership by 350 participants • Each club to offer a Club Night for New Members = 8 club nights supported • Liaise with YMCA on OJD = relationship/visits • Run OJD Come and Try at NT Championships = deliver 5 events with 300 people
<p>Initiatives - Coach, Member and Technical Official Services</p>	<ul style="list-style-type: none"> • Evolve participation initiatives with a continuous improvement lens, including: <ul style="list-style-type: none"> ○ Growing membership numbers in line with agreed targets ○ Driving coach education to lift skill level, provide accreditation pathways and promote positive cultural change ○ Supporting the recruitment and retention of volunteers, and specifically Technical Officials • Proactively propose and create efficiencies in the way we work and effectiveness with what we do, across our Member Association network • Ensure regular reporting of membership against key performance measures to the Executive Team, Participation & Sport Development Committee as well as the Board • Drive enhancements to our Membership database for the benefit of SAL, Member Association and Member Associations • Role model project management practices and principles involving all sport-wide PSD initiatives both within the PSD team and across work with our Member Associations • Working with the marketing team, actively facilitate the promotion of education opportunities, programs and successes within the club network and more broadly • Effectively manage club development expenditure within budget



<p>Stakeholder Relationships</p>	<ul style="list-style-type: none"> • Forge strong relationships and maintain sound stakeholder relationships with the Australian Swimming Teachers and Coaches Association (ASCTA), State and Territory Swimming Associations, and the Australian Swimmers Association • Actively support stakeholders to embrace the "One Swimming" approach • Work with State & Territory Club Development Officers ensure their delivery to robust targets against KPIs • Establish and manage strong relationships with other providers and government in relation to club development projects
<p>Leadership & People</p>	<ul style="list-style-type: none"> • Actively lead and manage the membership services team to leverage strengths.