



ESPERANCE TALENT DEVELOPMENT CENTRE COORDINATOR

APPLICATION FORM

Personal Information	
Full Name	
Address	
Phone Number	
Email Address	

Other Information	
National Police Clearance Yes <input type="checkbox"/> No <input type="checkbox"/>	Working With Children Check Yes <input type="checkbox"/> No <input type="checkbox"/>

Referees	
Name	
Organisation	
Phone Number	
Email Address	
Name	
Organisation	
Phone Number	
Email Address	

POSITION DESCRIPTION

ESPERANCE TALENT DEVELOPMENT PROGRAM – PROGRAM COORDINATOR

CONTRACT – 34 weeks/ ~6 Hours PER WEEK

Esperance District Recreation Association (EDRA) is seeking a suitably qualified contractor to deliver key components of the EDRA Esperance Talent Development Centre's (ETDC) Program for and on behalf of the EDRA Committee.

The Program forms part of the Department of Local Government, Sport and Cultural Industries (DLGSC) Regional Athlete Support Program (RASP), an initiative which has established a state-wide network aimed at supporting the development of regional-based talented athletes, coaches and officials along their chosen sport's high-performance pathway from within their home environment.

Section 1 – Key Duties

Work in collaboration with the EDRA Committee around the formation and implementation of the overall ETDC operational plan.

- Work in collaboration with RSA/SSA'S to identify athletes, coaches and officials eligible for support through the ETDC program.
- Coordinate the funding and support of talent programs across the Esperance region
- Develop, maintain and facilitate working relationships with all key stakeholders
- Coordinate services to identified athletes, coaches and officials
- Coordinate all aspects of the ETDC Individual and Sport Support Programs.
- Coordinate the access to localised and state-wide Regional Athlete Support Program (RASP) professional development opportunities.
- Coordinate the access to specialised professional development workshops and training opportunities for local athletes, coaches and officials.
- Represent EDRA on the RASP Leadership Advisory Group
- Develop and maintain the ETDC website and social media.
- Actively promote and advocate on behalf of the ETDC.
- Act as the primary point of contact for all ETDC enquiries.

Section 2 – Reporting

Provide reporting through to DLGSC and EDRA as per the schedule of reports set down by the Committee.

- Provide communications and reporting through to RSA/SSA sports as per schedule of reports.
- Report against the yearly RTD operations budget for the ETDC.
- Provide financial reports and updates as requested by the EDRA Committee
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Section 3 – Outputs

- Support and coordinate the delivery of the ETDC Operational plan.
- Ensure that talented athletes from the region are supported within the daily training environment.
- Ensure that talented coaches within the Esperance region have access to learning and development opportunities.
- Promotion of EDRA and its operations.
- Promotion of DLGSC programs and initiatives (where applicable).

Section 4 – Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

Qualifications/Certificates

- Must have Qualifications/Certificates/Specific Experience related to high performance sport and practices.

Required Selection Criteria

- Effective verbal and written communication skills, including the ability to interact effectively with people of diverse backgrounds.
- Demonstrated ability to complete work without supervision.
- Demonstrated ability to work as a member of a team when reporting to key stakeholders.
- Demonstrated ability to work with a high level of self-motivation and self-management skills.
- Computer literacy in Word Processing, PowerPoint, Excel and database management.
- Driver's licence.
- ABN and Insurance Cover (Public Liability and Professional Indemnity).
- Working With Children Check.
- National Police Clearance.

Preferred

- Preferred experience in a similar High-Performance sport and practice's role.
- Preferred experience in co-ordinating funding in a similar role.
- Preferred an understanding of specialised services in High Performance sport.

The successful contractor will be remunerated on a monthly basis. Payment will be made on submission of an invoice (monthly in arrears of work carried out to deliver the project across a period not exceeding twelve months).

Further details pertaining to remuneration can be discussed directly with the EDRA Committee.

APPLICATION DEADLINE

Applications must be submitted via email to clubs@esperance.wa.gov.au by 13 May 2024

Applications should include:

1. A Curriculum Vitae
2. A written response to the Key Selection Criteria.