

POSITION DESCRIPTION



Position Title:	Competition Administrator
Location:	Squash & Racquetball Victoria – Melbourne Sports & Aquatic Centre, Albert Park
Position Reports To:	Executive Director
Reportable Positions:	Nil
Position Status	Full-time
Package:	\$45k - \$50k per annum
Compliance with:	Squash & Racquetball Victoria's values, relevant policies and codes of conduct
Special Requirements:	Weekend or evening work will be required
Description Last Updated:	<i>August 2017</i>

Position Overview

Squash & Racquetball Victoria is the peak body for squash and racquetball in Victoria with a mission to promote the sports of squash and racquetball as fun, healthy and progressive/accessible sports that can be enjoyed for life.

Squash & Racquetball Victoria offers an exciting and challenging working environment and is currently seeking a talented and passionate Competition Administrator to inspire the next generation of squash and racquetball players and supporters. This is a pivotal role within the organisation with key responsibilities:

- To build the capacity of clubs and venues to deliver quality, sustainable and inclusive squash and racquetball activities
- To create opportunities to drive transition of program participants to community club/venue environments
- To promote participation pathways from junior programs to open age squash or racquetball as players, coaches, referees and administrators.

A close working relationship with affiliated bodies and other relevant stakeholders will be essential to the successful achievement of this position's objectives. The position of Competition Administrator is responsible for providing customer service, administration and support activities across a range of participation programs, competitions and projects.

The Competition Administrator will essentially be measured against:

- Ability to proactively seek out opportunities to, develop new and enhance existing, programs and competitions within specified customer parameters
- Ability to accurately and efficiently process documents, manage data and process information
- Ability to manage confidential information in an appropriate manner
- Ability to provide excellent personal presentation and customer service

Core Responsibilities	
Competition & Participation Programs <ul style="list-style-type: none"> Proactively seek out opportunities for both primary and secondary school students to participate in squash and racquetball activities. Ensure the successful implementation and delivery of the Squash & Racquetball Victoria Secondary Schools Squash Competition and Primary Schools Racquetball Competition Ensure the successful implementation and delivery of the Squash & Racquetball Victoria Junior Pennant competition Ensure efficient administration of competitions on squash matrix Ensure efficient updating of ranking points for Grand Prix and junior tournaments In collaboration with clubs and venues develop, promote and facilitate a range of quality competition structures Manage the administration of the Hits & Giggles (Women's Learn to Play) program each term and proactively seek out opportunities for more venues and clubs to offer the program. Manage the administration of the OzSquash Sporting Schools program and proactively seek out opportunities for more schools and coaches to be involved. 	
Quality Environment and Culture <ul style="list-style-type: none"> Promote quality, safe and inclusive squash/racquetball environments. 	
Administration <ul style="list-style-type: none"> Assist with management of affiliation and registration information Assist with the management of Squash & Racquetball Victoria's social media Prepare reports and promotional articles as required Collate and maintain relevant information on schools and stakeholders 	
Other <ul style="list-style-type: none"> Participate in professional development activities as requested Attend relevant sport industry meetings and represent Squash & Racquetball Victoria as required 	

Key Performance Measures
<p>The Competition Administrator's performance will be primarily measured against the following:</p> <ul style="list-style-type: none"> Overall effectiveness in administering programs and achievement of relevant objectives (targets and goals established in strategic and action plans) Quality of relationships with key stakeholders Professionalism of programs, activities and events for which the position is responsible

Key Selection Criteria	
General	<ul style="list-style-type: none"> Demonstrated personal initiative and the ability to work effectively with limited supervision Well developed verbal and written communication, interpersonal and presentation skills Demonstrated attention to detail Ability to build strong working relationships – internal and external and effectively as part of a team Knowledge of squash and racquetball is desirable
Qualifications, accreditations	<ul style="list-style-type: none"> Relevant tertiary qualification Current Working With Children Check (WWCC)
Experience	<ul style="list-style-type: none"> Experience in the delivery of sporting activities, including event and competition management is desirable