

POSITION DESCRIPTION

POSITION:	Community Engagement Coordinator (2-4 roles)
LOCATION:	Squash Australia Office, Gold Coast (Queensland and NT)
	Victoria
	Tasmania
	ACT
REPORTS TO:	Participation Manager
STAFF MANAGEMENT:	Nil
SALARY PACKAGE (including super)	Commensurate depending on experience.

THE ROLE

The Community Engagement Coordinator (CEC) is initially responsible for the roll out of the new Sporty HQ platform that Squash Australia (SqA) is engaged with the States in delivering. In addition to this the CEC will be involved in helping coordinate school, facility and other development activities.

The roles are to be split to cover Queensland, NT, ACT, Tasmania and Victoria and we are looking for applications on a full and part time basis across all of these locations.

The CAC working in close collaboration with other members of the SqA team will take the lead role in all participation activities.

KEY ACCOUNTABILITIES (WHAT DOES SUCCESS LOOK LIKE)

- **Excellent relationships with ASC, State Squash Associations and State Sports Departments.**
- **Be the leading University Racquet sport**
- **Increasing all Affiliation numbers – across all areas - players, schools and students**

KEY DELIVERABLES

- **Responsible for all participation linked ITC**
 - Responsible for the State rollout of the Sporty HQ software covering:
 - Membership
 - CRM
 - Events Software
 - Matrix
 - Websites
 - Responsible for keeping all of the above up to date with information from within the State
- **Participation**
 - Research the Participation landscape in the State
 - Manage affiliation process – drive increased numbers
 - Increase active social participation and capture these numbers
 - Increase non-playing programme participation numbers
 - Increase the volunteer base within the State
 - Increase event participation
 - Create or develop and deliver new participation programmes
 - Help with the development and activation of Squash Australia participation programmes in the State.
- **Facilities**
 - Help with facility research data within the State
 - Help deliver the Facilities Strategy within the State
- **Responsible for the Schools programme**
 - Oz Squash Sporting Schools Programme
 - Oz Squash University Programme

- Oz Squash Teachers Programme
- **Responsible for the University programme**
 - Help maximise squash activation within universities
 - Collate and update university information within the State
- **Miscellaneous items**
 - Provide support for National events within the State
 - Provide support to marketing a commercial activity within the State
 - Develop relationships with all stakeholders in the State
 - Any other activity required by the Participation Manager to deliver the Participation or Facility Strategy

Key attributes

- An understanding of the participation landscape
- A good understanding of technology, preferably of Sporty HQ software
- Excellent presentation skills
- Be a team player
- Have a relevant degree or equivalent working experience
- Have excellent computer skills especially in Microsoft office products
- Have experience in developing membership focused commercial offerings
- Provide excellent customer service
- Excellent people and communication skills
- Excellent time management
- An attention to detail
- A valid driving license
- A background in Squash is preferable

Application Process

All applicants are required to send their CV and Cover letter, stating in no more than one page why they should be considered for the role to ceo@squash.org.au by the 12th April.