



## Position Information

**Position Title** Queensland Sporting Schools Coordinator

**Short Description** Q Squash is the governing body for squash in Queensland, dealing with all matters regarding the development, organisation and promotion of this sport in Queensland. Our aim is to raise the level of participation in the game from grassroots players through to the elite, to increase engagement through volunteers and associated industry bodies. Key responsibilities include conducting State tournaments, developing programmes and providing opportunities to engage

**Employer** Q Squash

within the sport.



**Work Type** 6 Month Contract

**Salary** \$12000

**Location** Brisbane

**Detailed Description** Reporting to Q Squash Board and Brisbane City Squash Board, the Queensland Sporting Schools Coordinator will be responsible for the coordination and roll-out of the OzSquash Sporting Schools Programme and any other relevant programmes in Queensland. This includes responsibility for programme development, stakeholder management, administration finance and marketing for the programmes.

### **Key Responsibilities include:**

- Active promotion of the programmes across Queensland through key stakeholders
- Promote the OzSquash School Teacher coaching module across Queensland
- Recruitment and linking of Community Level Coaches to the programmes
- Development of Schools Participation Pathway incorporating the programmes and events
- Administration and coordination of database records, programme budgets and newsletters
- Act as the main point of contact for schools, teachers and key stakeholders for all programme enquires, establishing close working relationships and communication with key stakeholders.

To be successful in this role you must be able to swiftly build relationships and deal calmly and consistently with demanding responsibilities and conflicting priorities from

a range of stakeholders. Experience in the development and delivery of entry level sport programmes resulting in participation growth is essential.

Qualifications in sport management, sport development, business management or education (trained Teacher) would be an advantage, as would be an understanding of the sport of squash.

**Closing Date** 8 MARCH 2017

**Other Details Selection Criteria:**

In addition to demonstrating relevant experiences across the core functional areas of responsibility identified in this Position Overview, it would be advantageous for the Queensland Sporting Schools Coordinator(s) to have a range of personal and professional skills, including:

- Relevant tertiary or Tafe qualifications in sports management, sports development, teaching or a related field
- Previous experience in delivery entry level participation programmes
- Proven experience in coordination of programmes to achieve increased participation
- Excellent communication, administration and organisational skills
- Ability to work independently as well as part of a broader team
- Strong internal and external stakeholder management skills
- Strong IT and database skills
- Good understanding of the game of squash
- Current Working With Children Check
- Current Drivers Licence

**Apply to**

**Name** Roslyn Preston

President QSquash Ltd

**Phone (work)** 0409270419

**Fax**

**Email** [qsquash@live.com](mailto:qsquash@live.com)

**How To Apply** Applications should be forwarded to QSquash by Close of Business, **Wednesday 8 March 2017**

Preferred Format: Q Squash prefers a 2-page of introduction and an accompanying CV of no more than 6 pages, merged as one MS Word file.

This information should be sent electronically to [qsquash@live.com](mailto:qsquash@live.com) with the subject identifier of the email to be formatted as follows:

**Queensland Sporting Schools Coordinator  
– Q Squash <<Your Name>>**

**Applicants must be legally entitled to work in Australia**