



## Position Description

Position Title:	Sport Development Manager
Position Reports To:	Chief Executive Officer (CEO)
Employment Type:	Full Time Sporting Associations Award: Clerical and Administration Staff Grade 5
Position Location:	State Equestrian Centre (SEC) 303 Cathedral Avenue Brigadoon, Western Australia
Date Updated:	August 2022

## Position Purpose

The Sport Development Manager is expected to be highly proficient in sport pathways coordination, administration, events and program coordination, volunteer relations and developing new sport pathway opportunities with key stakeholders.

An important aspect of the role is to ensure the highest public perception is maintained, and drive identified key projects within the EWA Strategic Plan.

Focusing on stakeholder engagement, revenue generation, program/event execution and performance pathway promotion for EWA is paramount.

<b>ORGANISATION</b>	<p>Equestrian Western Australia (EWA) is the State Sporting Organisation responsible for the development, promotion and governance of equestrian sport throughout Western Australia. EWA supports the Olympic Disciplines of Dressage, Eventing, Jumping and Para Equestrian and the discipline of Show Horse and Vaulting.</p> <p>EWA is a not-for profit organisation, which is governed by an independent Board of Directors. Within the EWA governance structure, there are eight committees that assist in the strategic drive and operational ability of the sport. EWA is one of seven state branches, which make up the membership of Equestrian Australia.</p> <p>EWA's purpose is to deliver and grow equestrian pursuits in WA and to promote the enjoyment, respect and welfare of the horse by:</p> <ul style="list-style-type: none"> <li>• Facilitating state and national success and competition;</li> <li>• Increasing participation and spectator involvement in the sport; and</li> <li>• Ensuring excellence, relevance and effectiveness within the sport and all associated business activities.</li> <li>• Sustainably managing the multi-million dollar 66 hectare State Equestrian Centre (SEC)</li> </ul>
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<p style="text-align: center;"><b>CORE RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• Promote the aims and objectives of Equestrian WA, within the equestrian and general community</li> <li>• Attendance and operational delivery of the Interschool State Championships, Off-The Track Program (OTT) and other EWA participation programs and events</li> <li>• Manage relationships with key stakeholders in relation to event and program requirements</li> <li>• Develop talented rider pathway frameworks to contribute towards sustained high performance</li> <li>• Working with the State Discipline Committees coordinate the high-performance pathways and establish the appropriate initiatives to grow the success of these pathways throughout WA for riders</li> <li>• Manage and report on key competition planning and delivery against performance and participation measures within the EWA Strategic Plan</li> </ul>
<p style="text-align: center;"><b>KEY DUTIES</b></p>	<ul style="list-style-type: none"> <li>• To support the development of EWA affiliated clubs through effective communication and program development</li> <li>• To support the development and management of the EWA Interschool Program across all equestrian disciplines through effective administration and communication</li> <li>• Manage the Interschools State Championships, Interschools working party and the National Interschools team</li> <li>• To support the development and management of Equestrian WA Off the Track Program through effective administration and communication</li> <li>• Seek innovative opportunities to enhance delivery of EWA programs and events to grow participation and positive experiences</li> <li>• Assist in the running and organisation of the EWA Annual Awards</li> <li>• Management of staff, volunteers and officials at EWA programs and events</li> <li>• Coordination of Equestrian WA high performance pathway in conjunction with sport discipline committees</li> <li>• Assist with the development, maintenance and administration of equestrian performance development materials and documents</li> <li>• Any other duties as directed by the CEO from time to time</li> </ul>

<b>KEY RELATIONSHIPS</b>	<p>This position shall be responsible for actively building and maintaining positive relationships with the following key stakeholders:</p> <ul style="list-style-type: none"> <li>• All EWA members, participants, Committee and Board members, CEO, and colleagues.</li> <li>• National and state sport, and equestrian clubs and affiliates, such as Equestrian Australia, Western Australia Institute of Sport (WAIS), and Department of Local Government, Sport and Cultural Industries (DLGSC)</li> <li>• Third party vendors and suppliers (eg. event managers, etc.)</li> </ul>
<b>ESSENTIAL CRITERIA</b>	<p>Candidates applying for this role must have the following:</p> <ul style="list-style-type: none"> <li>• Experience managing events/program management from inception to completion</li> <li>• Goal oriented with an outcomes and performance based approach to achieving required tasks</li> <li>• Strong time management, presentation skills and the ability to meet deadlines and prioritise tasks</li> <li>• Excellent interpersonal skills with the ability to evoke the cooperation of key stakeholders</li> <li>• Strong communication (written and verbal), relationship building and presentation skills</li> <li>• Preparedness to be flexible in respect to work hours</li> <li>• Ability to work independently and part of a team</li> <li>• A current drivers license</li> <li>• Working with Children Check</li> <li>• National Police Clearance</li> </ul>
<b>DESIRED CRITERIA</b>	<p>Candidates with the following will be highly regarded:</p> <ul style="list-style-type: none"> <li>• Experience in financial management, budget preparation and periodical reporting and analysis</li> <li>• A tertiary degree in a relevant field or progression towards the degree</li> <li>• Knowledge of equestrian</li> </ul>