



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Club Development and Support Coordinator
<b>REPORTS TO:</b>	Manager, Sport Development and Strategic Partnerships
<b>DIRECT REPORTS:</b>	Nil
<b>LOCATION:</b>	AU Sport offices, University of Adelaide (AU) campus, Ground floor, George Murray Building, Gate 10, Victoria Drive
<b>SCOPE OF POSITION:</b>	1.0 FTE contract until 31 December 2024

### POSITION OBJECTIVES

- Management and organisation of annual affiliation and governance activities for clubs.
- Develop and manage training and support activities for clubs throughout the year.
- Provide excellent customer service and administration support to AU Sport affiliated clubs.
- Be an active participant within the AU Sport Team and contribute positively to our inclusive and community-focussed culture at Adelaide University.

### ORGANISATIONAL CONTEXT

Established in 1896, Adelaide University Sport, although administratively autonomous, is directly affiliated with the University of Adelaide and has been incorporated in its own right since 1979. Adelaide University Sport and Fitness (AUSF) is a not-for-profit organisation governed by a Board of Directors and managed by professional staff. AUSF helps students and the wider community access an extensive range of sporting facilities and an eclectic mix of almost 40 sporting clubs and three on campus gyms. With over 6,000 active members, our organisation continues to grow on and off the field. AUSF hosts a number of events and activities throughout the year, ranging from social activities, elite athlete program and sports competitions.

At AUSF we actively promote a life and study balance through the healthy body, healthy mind nexus. Keeping in line with the University of Adelaide ideologies, we also endeavour to instil a sense of pride within our members and the community, which is evident through our focus on: Play for fun, Play to win and Play with pride. The Adelaide University Sport Clubs help us to deliver this message by providing participants with a sense of community, promoting leadership and encouraging excellence.

## KEY RESPONSIBILITY AREAS AND DUTIES

The Club Development and Support Coordinator is responsible for coordinating the recruitment, development and retention of the 40 affiliated clubs through affiliation, training and support activities.

### **Management and organisation of annual affiliation and governance activities for clubs.**

- Work with clubs to develop and maintain an annual affiliation agreement and club service commitment.
- Assist clubs to establish a process for long term sustainability and club health including but not limited to:
  - Committee development and succession planning
  - Club website, membership and data management
  - Volunteer recruitment, management and recognition
  - Development of strategic and long term operational plans
  - Compliance with AU Sport Affiliation Agreement and Club Service Commitment.
- Support the AU Sport Risk Management Program.
- Provide content to Marketing and Engagement Team to promote AU Sport and Fitness and its Clubs.
- In consultation with clubs, regularly review the Blues Awards guidelines (AU Sport awards).

### **Develop and manage training and support activities for clubs throughout the year.**

- Delivery of training and development opportunities for AU Sport clubs and committees e.g. club induction, club development and leadership conference, updates at sport council meetings, coach and official training and support.
- Lead the continual development and growth of an online induction and training program for club committees.
- Ensure Clubs are aware of development opportunities provided by external agencies such as grants, courses and resources.
- Promote the Adelaide University Graduate Program to AU Sport members.

### **Provide excellent customer service and administration support to AU Sport affiliated clubs.**

- Be the first point of call in the office for allocated affiliated clubs that require assistance.
- Attend allocated club AGM's and organise regular check in meetings with club committee members.
- Conduct an annual club survey and with the support of all AU Sport staff, manage the collection of data for the University as required.
- Ensure Club Administrator information is updated regularly on the website CMS.
- Assist clubs with the AU Sport grant application process and provide advice to management on club applications.

### **Be an active participant within the AU Sport Team and contribute positively to our inclusive and community-focussed culture at Adelaide University.**

- Take an active part in team building, quality improvement systems, business planning and other activities.
- Attend and be a positive contributor to team meetings and workshops.
- Display a commitment to ongoing learning and continuous improvement.
- Be proactive in responding to requests from AU Sport clubs and partners as required.
- Participate and contribute to AU Sport staff-directed committees as required.

## SELECTION CRITERIA

- A tertiary qualification in sport, recreation or previous experience in a similar role.
- High level of competency in using Microsoft Office Suite and website content management systems (CMS).
- Demonstrated high quality communication and customer service skills.
- Experience in working with volunteers e.g. training and support.
- Ability to assist in the development and implementation of training.
- Able to work autonomously and as part of a team, often to tight deadlines within defined outcomes.
- Willingness to work flexible hours as and when required. Weekend work may be required.
- Valid Working With Children Check
- Current driver's licence.
- First aid qualification.