

# Position Description



## Annexure A

<b>Position Title</b>	<b>Schools Development Coordinator</b>
<b>Occupant</b>	<i>TBC</i>
<b>Business Unit</b>	Participation
<b>Classification</b>	Coordinator
<b>Position Reporting to</b>	Participation Manager
<b>Employment Status</b>	Full time perm
<b>Location</b>	Tennis SA
<b>Date</b>	<b>November 2017</b>

### 1. Position Purpose

The main focus of this role is to engage and support greater participation of schools, teachers and students in the sport of Tennis. The Schools Development Coordinator will contribute to increasing registered players and work towards our goal of ONE million connected Australians.

The Schools Development Coordinator will engage, support, train, educate and develop relationships with key stakeholders and will ensure schools are provided with opportunities to access programs, professional learning and competition structures to create a tennis culture at the school.

The Schools Development Coordinator will also play an integral role in supporting the broader participation team to help transition children from participating in the school environment into the community environment.

### 2. Reporting and Liaison

- a. Reporting to:**  
Participation Manager
- b. Positions Reporting to Job Holder:**  
Casual or volunteer staff as required

### 3. Key Relationships

- a. Internal:**  
All Tennis Australia and Member Association business units
- b. External:**  
Education sector i.e. schools, principals, teachers, state school associations, ACHPER as well as Tennis clubs and coaches

### 4. Authorities for Decision Making

**Authority**  
NA

5. Key Responsibilities & Performance Measures	
No.	Key Responsibilities
(1)	<p><b>Foster relationships and provide ongoing support to Schools</b></p> <ul style="list-style-type: none"> <li>• Provide information and visit schools informing them of available school programs</li> <li>• Promote and Introduce the Australian Sports Commission (ASC) Sporting Schools Program to schools</li> <li>• Coordinate meetings with local school staff and club representatives for the Sporting School Programs (Partnership &amp; Play) in consultation with the region Participation Leader</li> <li>• Provide demonstrations of curriculum programs to teachers and principals</li> <li>• Promotion of the benefits of all school programs</li> <li>• Provide information on the National Court Rebate Scheme</li> <li>• Develop a strong network of relationships to enhance the schools programs</li> <li>• Ensure schools are retained in the programs and feel supported</li> <li>• Work with Participation Leaders &amp; Match Play Coordinators to encourage the link between schools and local clubs and coaches</li> </ul>
(2)	<p><b>Drive Primary School Competitions</b></p> <ul style="list-style-type: none"> <li>• Develop relationship with local school sport associations and attend meeting where required</li> <li>• Coordinate gala, district, division, regional or state events</li> <li>• Drive uptake and provide support to schools with the use of INTennisCITY</li> <li>• Work with Participation Leaders to link school competitions into ANZ Tennis Hot Shots-Match Play</li> </ul>
(3)	<p><b>Support Conferences and Events</b></p> <ul style="list-style-type: none"> <li>• Assist at conferences and events such as ACHPER and Peak, to drive awareness of programs</li> <li>• Assist at VIP events for principals and teachers i.e. Australian Open or AO Series events</li> <li>• Assist at VIP School visits</li> <li>• Assist with PR and promotional opportunities for schools</li> </ul>
(4)	<p><b>Support Professional Learning and Education</b></p> <ul style="list-style-type: none"> <li>• Provide support to Education Managers with the implementation of teacher training and pre service teacher workshops</li> <li>• Provide professional learning opportunities in regional areas if and when required</li> <li>• Host information sharing sessions for relevant stakeholders on new initiatives and programs</li> <li>• Collect information on schools programs to support Bounce</li> </ul>
(5)	<p><b>Connections from school to community</b></p> <ul style="list-style-type: none"> <li>• Work closely with the participation team to engage and support connection between Schools, Clubs and Coaches to enhance relationships and transitional pathways into the sport</li> <li>• Provide support to the broader participation team to help transition children from the school environment to the club environment</li> <li>• Provide local school insights to the participation team such as schools delivering Sporting Schools (partner or play and School Sport Competition)</li> </ul>
(6)	<p><b>Other duties as requested or required by Management</b></p>
(7)	<p><b>Environmental, Health and Safety Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Complies with Tennis Australia's OH&amp;S policies and procedures</li> <li>2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace</li> <li>3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager</li> <li>4. Participates in meetings, training and other environment, health and safety activities</li> <li>5. Does not wilfully place at risk the health or safety of any person in the work place</li> <li>6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare</li> <li>7. Cooperates with Tennis Australia in relation to activities taken by TA to comply with OH&amp;S and environmental legislation.</li> <li>8. Participate in Return to Work Programs, as required to, across the organisation.</li> </ol>

## 6. Knowledge & Skills, Qualifications, Competencies, Behaviour & Attributes

### Knowledge & Skills

- Knowledge and understanding of the Australian school sector
- Knowledge of tennis industry within Australia
- Knowledge and understanding of state sporting structures
- Strong presentation and communication skills in both one-on-one and public speaking situations
- High level interpersonal skills and communication skills with people from a wide range of backgrounds, face to face, by telephone and in written reports and general correspondence
- Demonstrated ability to plan and implement projects
- Strong administration skills, including computer literacy, record-keeping and report writing
- Ability to manage operationally and think strategically
- Ability to set priorities, plan work programs and meet deadlines

### Qualifications

- Tertiary qualification in education, teaching or sports management (essential)
- An introductory coaching qualification and/or relevant sport officiating qualification (desirable)
- Qualified and registered teacher with the appropriate body (desirable)
- Experience in delivering sports programs (advantage)
- Educational or training background (advantage)
- Current First Aid Certificate
- A current driver's licence
- National working with children check/Police Certificate

### Competencies, Behaviours & Attributes

- Passion for sport
- A love of the Sport and a strong desire to contribute significantly to the growth of ONE million registered players.
- Alignment with the Tennis Australia values of: Excellence, Humility, Loyalty and Teamwork
- Demonstrate empathy, interest and knowledge of tennis development.
- Excellent relationship building skills required to deal with people from a wide range of backgrounds.
- High level of interpersonal skills and the ability to elicit cooperation from others.
- High level of skill in communicating and customer service, i.e. person, by telephone.
- Ability to manage operationally, think strategically, work effectively under pressure, solve problems and meet deadlines
- Organised and methodical with a professional approach
- Ability to set strategies in conjunction with the business objectives and implement effectively
- Confidence in public speaking and presenting
- Demonstrated ability to work independently and as part of a team.
- Team approach and willing to accept change.
- Able to negotiate outcomes and influence stakeholders to adopt your perspective
- Flexibility with working hours and work commitment, especially during peak times and events
- Resilient, capable approach to your specific job tasks.
- Preparedness and willingness to commit to travel
- Preparedness to be flexible in regard to working hours
- Sense of initiative and creativity.

## 7. Declaration

I, \_\_\_\_\_ (full name) acknowledge that I have read and understand the (title) \_\_\_\_\_ POSITION DESCRIPTION which forms part of my employment contract from the date of issue.

**Employee:** \_\_\_\_\_ **(signature) Date:** \_\_\_\_\_

This Position Description is approved by:

**Manager:** \_\_\_\_\_ **(signature) Date:** \_\_\_\_\_

**Manager HR:** \_\_\_\_\_ **(signature) Date:** \_\_\_\_\_