

Position Description

Position Title	Pathways Administrative Support Officer - Coaches
Function / Team	Sport Operations
Employment Type	22.8 hours per week
Classification	N/A
Reports To	Participation Manager
Location	Flexible work arrangements for the right candidate

Organisation	Equestrian Australia (EA) is the peak body for the administration of Equestrian Sport in Australia. The organisation manages four Olympic / Paralympic sports and four non-Olympic sports. The commitment to success is encouraged at every level of the sport and is reflected in world-class results at Olympic level. As a result, Australia has earned the reputation as an elite Equestrian nation.
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Team Purpose	The Sport Operations team has responsibility for providing participation pathways and programs for the sport's participants, pathways and education for officials and coaches in the sport, working collaboratively and supporting the Sport's National Discipline and State Coaching Committees, and administering the sport's national medication control program.
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Position Purpose	To provide administrative support to the Participation Manager in the delivery of national formalised educational programs and professional development to enhance the knowledge and practical skills of our coaches at all levels of the coaching pathway.
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Responsibilities	<p>The following responsibilities are indicative requirements of the role and are not intended to represent an exhaustive list of all requirements.</p> <ol style="list-style-type: none"> 1. Provide first line response for queries relating to coaching pathways. 2. Assist in the development and implementation of all pathway development activities for our coaches to ensure their continued competence and capability. 3. Devise and develop effective administrative workflows to increase efficiency and enhance the quality of output, making recommendations where appropriate. 4. Support Participation Manager with the creation of course material, workshops, seminars, and camps including sourcing content and creating documentation.
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	<ol style="list-style-type: none"> 5. Create and coordinate relevant, regular communication for the Equestrian community about our coach and official services in collaboration with the Participation Manager. 6. Facilitate and support Coach Registrations and Reaccreditations 7. Provide support and work collaboratively with the State Coaching Committees, and other National Discipline Committees on behalf of coaching. 8. Adhere to, uphold, and promote the principles of organisational policies and operating procedures. 9. Other duties as directed to support the overall success of the organisation's participation initiatives.
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Key Performance Indicators	<ul style="list-style-type: none"> • Consistently uphold the organisational values. • Demonstrate a whole of organisation view, and positively represent and promote the interests of the organisation amongst colleagues, stakeholders, and members. • Assisting in the development, implementation and maintenance of coaching pathways including framework and syllabus review. • Achieve coaching KPIs and targets in accordance with the EA strategic plan, as it relates to the Sport Operations team (coach accreditation targets).
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Qualifications	Tertiary qualifications in (Sports) Management (or related field) are highly desirable for this position, along with a commensurate level of experience within a not for profit organisation.
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Skills, Knowledge, and Experience	<ul style="list-style-type: none"> • A strong understanding of adult learning principles. • Self-motivated, with demonstrated ability to plan and diligently manage a comprehensive and appropriate educational schedule. • Solid administrative experience with a high attention to detail. • Experience with online learning. • Possess a calm, pleasant and confident manner, be approachable, helpful, and co-operative by nature to deal with coaching enquiries and be genuinely interested in dealing with the community of coaches and outside enquiries efficiently but with excellent verbal and written communication skills with the ability to write compelling proposals and reports. • Ability to work collaboratively with others to provide a high quality service. • Ability to cope with high pressure, tight deadlines and multiple, competing priorities. • A reliable team player with a hands-on, can-do ethos. • Willingness to work flexible hours, as required.
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	<ul style="list-style-type: none"> Equestrian knowledge and an interest in the development of equestrian sport is highly regarded.
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Key Behaviours	<ul style="list-style-type: none"> Works for the good of the organisation as a whole, by adopting an enterprise-wide leadership perspective, and harnesses the collective contribution of the team to achieve the organisations vision. A can-do attitude, and natural ability to bring enthusiasm and positive energy to the team. Open to change, sees the opportunity presented by new ideas, flexible and accommodating in approach. Customer/member focussed, able to understand other perspectives and strives to enhance and deliver an outstanding experience for all participants. Identifies and suggests new and innovative approaches and ideas with confidence, in a considered and respectful manner. Takes responsibility for own actions, is proactive in solving problems and sees issues through. A team player, works effectively with others, collaborates and shares information to build collective knowledge. Is inclusive in approach and shows respect for all others at all times. Committed to continuous improvement, and organisational development.
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Notes	Working with Children Clearances, willingness to undergo a Police Check, driver licence and car, outside of ordinary business hours work expectations, some domestic travel required.
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In the spirit of reconciliation Equestrian Australia acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea, and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Equestrian Australia values and strives to deliver an inclusive and diverse workforce, representative of the communities we work within. We welcome and encourage applications from all people who have an interest to work with us, and who can make a positive and new contribution to our team.