



POSITION DESCRIPTION

POSITION:	Member of the Events Working Group
REPORTS TO:	Events Coordinator, Squash Australia
SALARY PACKAGE:	Voluntary

THE ROLE

The role of the Events Working Group (EWG) is to ensure the Squash Australia events programme is fit for purpose, meeting best practice standards. In doing so the EWG will provide innovative ideas on improving existing and new competition structures.

EWG members will play a key part in developing ideas, content and process for moving all areas of the Squash Australia Strategic Plan forward. The EWG will be a major resource to the Squash Australia Board and CEO of Squash Australia to assist in developing and managing the game of Squash across Australia.

KEY AREAS OF FOCUS

- Events strategic direction
- Major World Championship events
- Annual calendar of events in Australia and on the international landscape;
- Overall format for the management of events;
- Identification of resources to successfully conduct events:
 - Staff;
 - Volunteers (event management, officials etc.);
 - Venues;
 - IT requirements prior to and during the event;
 - Risk management planning;
 - Event/tournament rules.

KEY ATTRIBUTES

Each member shall have skills and experience appropriate to the core focus of the EWG, namely event management, risk management and project planning. That includes:

- Experience in event related grant writing;
- Experience in running national sporting event;
- Knowledge in event related sports marketing - sponsorship focus;
- Availability to attend Working Group meetings via phone once every quarter;
- Good communication skills;
- Desire to make a difference and make squash game more accessible and enjoyable sport.

APPLICATION PROCESS

All applicants are required to send a Letter of Interest, stating why they would like to be considered for the role. Please send your Letter of Interest to events@squash.org.au before 20th May 2019.