

POSITION DESCRIPTION

POSITION:	Part-time Community Engagement Coordinator
LOCATION:	Flexible location within ACT
REPORTS TO:	Participation Manager
STAFF MANAGEMENT:	Nil
SALARY PACKAGE (including super)	Commensurate depending on experience

THE ROLE

The Community Engagement Coordinator (CEC) is initially responsible for the roll out of the new Sporty HQ platform that Squash Australia (SQA) is engaged with the Territory in delivering. In addition to this the CEC will be involved in helping coordinating school programs, facility and other development activities within ACT.

The Community Engagement Coordinators work in close collaboration with other members of the Squash Australia team and will take the lead role in all participation activities within the Territory.

KEY ACCOUNTABILITIES (WHAT DOES SUCCESS LOOK LIKE)

- **Excellent relationships with the ACT Squash Association and ACT government authorities.**
- **Increasing all Affiliation numbers – across all areas - players, schools and students**
- **Increase use of the SportHQ platform by Clubs within the ACT**

KEY DELIVERABLES

- **Responsible for all participation linked ITC**
 - Responsible for the State rollout of the Sporty HQ software covering:
 - Membership
 - CRM
 - Events Software
 - Responsible for keeping the above up to date for ACT.
- **Participation**
 - Research the Participation landscape within ACT.
 - Manage affiliation process – drive increased numbers
 - Increase active social participation and capture these numbers
 - Increase non-playing programme participation numbers
 - Increase the volunteer base within the state
 - Assist event participation within ACT
 - Help roll out new Squash Australia participation programs
- **Facilities**
 - Help with facility research data within the ACT
 - Help deliver the Facilities Strategy within the ACT
- **Responsible for the co-ordination of Schools programme**
 - Oz Squash Sporting Schools Program
- **Responsible for the**
 - Help maximise squash activation within universities
 - Collate and update university information within ACT
- **Miscellaneous items**
 - Provide support for National events within the ACT
 - Develop relationships with other appropriate stakeholders in the ACT

- Any other activity required to deliver the Participation or Facility Strategy

Key attributes

- An understanding of the participation landscape
- Excellent presentation skills
- Be a team player
- Have a relevant degree or equivalent working experience
- Have excellent computer skills especially in Microsoft office products
- Have experience in developing membership focused commercial offerings
- Provide excellent customer service
- Excellent people and communication skills
- Excellent time management
- An attention to detail
- A valid driving Licence
- A background in Squash is preferable

Application Process

All applicants are required to send their CV and Cover letter, stating in no more than one page why they should be considered for the role considering the Key Deliverables to mmclatchey@squash.org.au by COB 21 November,2019.