

## POSITION DESCRIPTION

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

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### 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 State in delivering. In addition to this the CEC will be involved in helping coordinating school programs, facility and other development activities within Tasmania.

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 Tasmania.

### KEY ACCOUNTABILITIES (WHAT DOES SUCCESS LOOK LIKE)

- **Excellent relationships with the Tasmania Squash Association and Tasmanian Department of Sport and Recreation.**
- **Increasing all Affiliation numbers – across all areas - players, schools and students.**
- **Increase use of the SportHQ platform by Clubs within Tasmania.**

### 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 Tasmania.
- **Participation**
  - Research the Participation landscape within Tasmania.
  - 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 Tasmania.
  - Assist event participation within Tasmania.
  - Help roll out new Squash Australia participation programs
- **Facilities**
  - Help with facility research data within Tasmania
  - Help deliver the Facilities Strategy within Tasmania
- **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 Tasmania
- **Miscellaneous items**
  - Provide support for National events within Tasmania.

- Develop relationships with all stakeholders in Tasmania
- Any other activity required to deliver the Participation or Facility Strategy

#### **Key attributes**

- An understanding of the participation landscape in Tasmania.
- 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](mailto:mmclatchey@squash.org.au) by COB 21 November,2019.