



POSITION DESCRIPTION

DEVELOPMENT OFFICER

Updated September 2015

Position Summary

Position Title:	Development Officer
Employer:	Equestrian Australia
Department	Participation/Development
Direct reports:	Nil
Location:	Open – WA, SA or QLD EA State Branch Office
Term:	Full-time; Commencement ASAP – expiry 30 June 2016
Salary Package:	\$50,000 including super pa

Overview

Equestrian Australia, the National Sporting Organisation is seeking an enthusiastic, mature and motivated individual to assist with grassroots development and growth. This role will work remotely as part of the National Development team in conjunction with the two existing Development Officers and the EA State Branches.

The successful applicant will be responsible for the implementation of activities and programs to promote equestrian sports. The junior program, Ready Set Trot will be a key focus of this role with the successful candidate to work closely with schools, coaches, clubs and community stakeholders to drive participation. The role will require some after hours, interstate and intrastate traveling work and strong relationship management and communication skills.

Ready Set Trot is a participation program developed by EA and Pony Club Australia, for juniors who love horses but may or may not have a horse of their own. This program is delivered through coaches, clubs, riding schools, at events, and in Australia primary schools, through the ASC's Sporting Schools program.

Ready Set Trot forms the start of the EA junior pathway which also covers EA Interschool and education programs. This role will be instrumental in the ongoing implementation of the EA junior pathway.

Primary Responsibilities

- Drive the activation and participation in the Ready Set Trot junior program in targeted areas through local coaches, clubs, business and schools.
- Facilitation of Ready Set Trot through the Sporting Schools program
- Engage with potential delivery centre and parents to increase participation
- Manage the interactions and requirements of all relevant stakeholders pre, during and post participation in the Ready Set Trot program
- Support the implementation and growth of the EA junior pathway at national, state and local levels

- Regular completion of reporting templates and data uploads
- Facilitation and ongoing support of Club development projects
- Assistance in the development and planning of adult riding initiatives and schemes.

General Responsibilities

- Regular and efficient email inbox monitoring and reply
- Being a contributing and positive member of the EA national office team as well as supporting State operation as required
- Behaving appropriately and professionally and maintaining excellent working relationships with staff, both in the National Office as well as in all the State Branches, members and general public
- Other duties relating to the implementation of activities, programs and events to support the growth of equestrian sports from time to time

Personal Skills and Attributes

- Excellent team skills and ability to work in small office environment
- Excellent oral and written communication skills, customer service work ethic and friendly phone manner
- Eagerness to contribute and assist when and where required
- Experience and ability to maintain relationships with a diverse group of stakeholders
- Intermediate Microsoft Word, Access and Excel skills
- Demonstrated time management, organisational and prioritisation skills
- Ability to work autonomously, to deadlines and under pressure and a Commitment to attention to detail in all aspects of work
- A tertiary degree in Sport/Recreation/Education and/or 1-2 years experience in a similar role is essential
- Valid driver's license and background to pass a Working with Children check essential
- Equine and/or coaching experience desired but not essential

Application details

Please apply direct to Equestrian Australia on holly.davis@equestrian.org.au.

Applications close: 5:00pm 2 October 2015

All applications should include a detailed CV, Cover letter, preferred office location and an overview of the previous experiences, relevant to the listed Primary Responsibilities.