**Position Details**

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| Position Title | Events and Growth Projects Coordinator |
| Date prepared | October 2024 |
| Location | Flexible |
| Department | Water Polo South Australia |
| Reporting to | General Manager, Water Polo South Australia |
| Direct Reports | NA |
| Hours/Remuneration | PT (0.4FTE, 2 days per week) until 30 June, 2026 |
| Commencement | October 2024 |

**Position Profile**

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| Position Purpose | An Events and Growth Projects Coordinator is being operationalised in South Australia to deliver project outcomes in 3 main areas1. Beach Polo - To execute the recently awarded South Australian Office of Recreation Sport and Racing (ORSR) grant to deliver Beach Water Polo at a minimum of 3 Lifesaving Club locations in the summer of 2024/25 and 2025/26. This project will work in conjunction with local Water Polo clubs and Life Saving Clubs to deliver targeted increases in the visibility and new participation of the general public in Water Polo activities.
2. P10X Participation projects - To execute the recently awarded Water Polo Australia grant to implement new or extension participation projects with South Australia. The grant was awarded to specifically start-up a swim school water polo program at the SA Aquatic and Leisure Centre (SAALC), and to run social water polo competitions within our WPSA Summer competition in 2024/25.
3. New Projects - Through interactions with Club members, venues, other sporting clubs, user groups and the general public, develop a plan for new growth projects to expand the visibility and engagement of Water Polo in the general community.
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| Success in this position willbe measured by…. | * Excellence in promotion, delivery and follow-up from key project events (event execution).
* Growth in the number of people engaging with Water Polo activities for the first time (growth in interest).
* Conversion of participants in these development programs into existing clubs or associations (conversion to membership).
* Risk reduction through increased education, compliance and implementation of the child safeguarding and member protection policies.
* Increased interest and collaboration with aquatic venues and third party learn to swim providers.
* Strengthened relationships across all stakeholders and positive feedback from the water polo community.
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**Skills and attributes**

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| The individual in this position should have… *(Skills, qualifications and experiences required)* | * Experience and/or study in a relevant tertiary course e.g. Event Management, Sport Management, Sport Administration
* Strong organisational skills
* Strong time-management skills
* Ability to work independently
* Ability to form a team and successfully coordinate its activities
* Strong communication skills
* Strong stakeholder engagement and management skills
* A passion for developing and implementing new events, projects or plans
* Flexibility to work on weekends and public holidays and from various locations including outdoors.
* Ability to write clear and concise reports
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| The individual in this position should be … *(Personal characteristics, attributes desired…)* | * Enthusiastic and self-motivated
* Organised, proactive and collaborative
* Someone who enjoys challenge and celebrates success
* Excellent at customer service and stakeholder engagement
* Driven to increase Water Polo’s exposure in the general community
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**Applications**

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| Please submit your application by **COB October 4th 2024** | Applications should be submitted to the WPSA General Manager:Edward Denis at manager@waterpolosa.com.auPlease include a brief Cover Letter and a relevant Resume |