



Position Description

CLUB DEVELOPMENT OFFICER



VALUE-YORK

Principles

We are a customer service focused organisation for internal and external customers, as individuals and an organisation we:

- are nimble and dynamic
- demonstrate initiative, are accountable for our actions and responsibilities
- are open to partnerships
- demonstrate our pride in our work and community
- model mutual respect and are inclusive, welcoming all people
- are transparent in how we do things
- work hard on building our resilience

These Principles are supported by the values of the Shire:



Empathy



Courage



Respect

Aspirational Value



Excellence



Position Description: Club Development Officer

Position Number: Y039

Purpose: To facilitate a wide range of sport, recreation and healthy lifestyle opportunities for the community through facilities management of the York Recreation Convention Centre, as well as club development, grants and leisure programming.

Role Responsibilities

Programs and Services:

- Provide support to local sport and recreation groups wanting to initiate/access recreation projects, programs and community venues
- Liaise with external organisations and agencies regarding sport and recreation development
- Assist in assessing and managing internal and external grants, licences, contracts and agreements on behalf of the Shire
- Assist in the tracking of income and expenditure related to events and programs including the acquittal of internal and external grant funding
- Assist the Manager Community and Place in the coordination and support of events and programs

Delivery of Club Development Program:

- Develop an annual club development program in consultation with York clubs by undertaking regular sport and recreation groups surveys/consultations to identify key areas of development
- Establish and maintain a database and network of sport and recreation groups within the Shire
- Provide training and professional development opportunities as relevant
- Initiate and facilitate discussions to develop and promote partnerships between clubs

Booking Coordination for Sporting Clubs, Groups and Casual Hirers

- Engage sporting clubs and groups to submit their annual fixtures information and venue booking information in line with relevant timeframes
- Process and manage booking requests for clubs, groups and casual hirers. Link users to other community support where required (eg. catering)
- Apply the appropriate fees and charges in line with the Shire's published Fees and Charges schedule
- Submit requests for additional subsidies, waivers of fees and assist with liquor related requests as appropriate for all facility hirers
- Maintain an accurate database of all sporting hirers
- Prepare accurate reports including user reports, hirer data, occupancy statistics and others as required

Sporting Venue Management

- Conduct daily inspection of facilities and report vandalism, maintenance issues and cleaning needs
- Arrange the provision of keys and alarm codes for booked facilities to sporting hirers and clubs, and maintain key and alarm code records
- Ensure sporting club regular hirers are familiar with building access requirements as well as the Shire's Terms and Conditions of Hire
- Allocate storage to sporting hirers as necessary and maintain storage records
- Ensure floodlighting is aligned to confirmed bookings and users are provided control information where relevant
- Liaise with WACHS, and WA Pol for helicopter landings
- Be the first point of contact for use of the Centre during an emergency situation

Work Health and Safety (WHS)

- Undertake WHS inductions with clubs, user groups, hirers and contractors as required
- The Shire is committed to Health and Safety in all areas of Shire's operations and requires you to comply with the requirements of the Section 28 of the *Work Health and Safety Act 2020 WA*.

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act, 1984* and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to *Policy 08 Employee Code of Conduct* and work to the Shire's stated values.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.

Essential

- Demonstrated ability to interpret and apply legislation, local laws and policy in relation to the delivery of sport and recreation programs and services and community venue management
- Demonstrated ability to foster relationships with key stakeholders and clients
- High level of planning, organisation, and time management skills including the ability to manage completing deadlines
- High level of oral and written communication skills
- Demonstrated ability to work unsupervised and as part of a team
- Knowledge of current sport and recreation issues and trends
- Sound knowledge of sporting club and group activities and their venue and operational requirements
- Excellent customer service skills
- Demonstrated experience in the delivery of sports and recreational programs
- Experience in venue management in particular for sport and recreation facilities
- Demonstrated computer literacy
- Current Police Clearance
- Current 'C' Class drivers licence

Desirable

- A developed sports and recreation network
- WHS knowledge and experience
- First aid certificate

Level of Authority and Organisational Relationships

Reports to:

Manager Community and Place.

Direct Reports:

Nil

Internal Liaisons:

- Executive Leadership Team
- Town Maintenance Supervisor
- Road Maintenance Supervisor
- Development Team
- Administration Staff

External Liaisons

- Community groups, sporting groups and school
- Local community, ratepayers and general public
- State and Federal government agencies including the Department of Sport and Recreation
- External service providers
- Contractors
- Industry bodies (SportWest, Parks and Leisure Australia)

Conditions of Employment: 2-year Fixed Term Contract (Full time)

Classification: Level 5 Inside Staff EA

Position Location: York Recreation and Convention Centre and Community Resource Centre

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review

Date: / /

Next Review Due

Date: / /