HIGH PERFORMANCE CO-ORDINATOR
OCEANIA ATHLETICS ASSOCIATION
Gold Coast, Australia

The Oceania Athletics Association (OAA) is one of six (6) Area Associations of the International Association of Athletics Federations (IAAF). OAA has 20 Member Federations and 2 Associate Member Federations which are located in the Oceania Area.

The Oceania Athletics Association is excited to be in a position again where we can now advertise for a High Performance Co-ordinator on a one-year contract. The long-overdue appointment will be filled for the first time since 2010. Although currently a half-time (25 hours per week) role we hope, with the support of the IAAF, to be able extend the role for an extended period. The initial contract will commence February 2017.

The Oceania Athletics Association Office is located centrally on the Gold Coast, Queensland at Oceania House and the successful applicant would be expected to live in the Gold Coast Region.

The High Performance Co-ordinator will report to the Oceania Athletics Association, Executive Director.

The specific responsibilities of the OAA High Performance Co-ordinator shall include:

- To be responsible for High Performance in consultation with the OAA Development Commission, OAA Council,
- To be responsible for appointment of Coaches in consultation with OAA and the IAAF
- To be responsible for Selection of Athletes in consultation with Member Federations, OAA and IAAF
- To Design and Monitor Training and Competition Programs for Oceania - HPTC athletes both at the Oceania HPTC and In-Country
- To report regularly on the performance and behaviour of the athletes to OAA and IAAF and Member Federations
- To be responsible for the delivery of appropriate activities in the Oceania Area designed to meet the needs of the Member Federations
To be responsible for updating a website to promote the programme of activities of the HPTC and to provide information vital for the development of athletics in the Oceania Region

To undertake any other duties as may be required by the Executive Director

Desired Selection Criteria

- Have experience in working in the Pacific Region and have an understanding of Pacific Island Culture
- Availability to travel within the Area and overseas as required and at times for extended periods;
- Teaching experience, preferably in areas such as coaching, officiating or sports administration;
- Experience in preparing Budgets and sound financial management skills
- Experience in preparing databases – Microsoft Excel and Access
- Excellent written and oral communication skills supported by interpersonal skills of a high order; including ability to utilise all forms of Social Media
- Demonstrated initiative and self management skills
- Knowledge of available funding sources
- Experience in both working as a volunteer and working with volunteers and volunteer Committees and Boards
- Be able to work with a small team including dedicated volunteers
- Proven sport management and organisational experience

Key Relationships

- Work under the direction of the OAA Executive Director
- Work closely with the OAA Competition Manager, Regional Development Manager and Project Officer
- Work closely with key volunteers and coaches and officials of the sport and the Oceania Athletics Association Council Members
- Interact with and manage relationships with critical partners of the organisation

General Requirements

- Ability to travel extensively and sometimes at short notice
- Capacity to work outside of normal working hours
- Work in a flexible employment arrangement to administer delivery of competitions
- Be able to work well within a small team environment and be willing to undertake duties and tasks as required
- Always observe strict confidentiality
- Promote the sport of Athletics internally and externally
- Work to deadlines
Remuneration
The OAA will negotiate the remuneration and employment package of the HPTC Coordinator. Base salary will be calculated on a part-time salary of AUD30000.

Candidates who are short-listed will be advised by the 9th December and will need to be available for interview in the week beginning the 14th December 2016.

Applications including resume and details of 2 (two) referees should be sent by mail or email to the following address and marked ‘Confidential’:

Yvonne Mullins
Executive Director, OAA
OAA Office Telephone: +61 7 56094441
Mobile Telephone: +61 418885496
141 Varsity Parade
Varsity Lakes, Queensland 4227
Email: yvonne@oceaniaathletics.com
Skype: Yvonne.Mullins1

CLOSING DATE FOR APPLICATIONS WILL BE: 28 November 2016