

Position Title:	Coach Development Manager		
Reports to:	Executive Director	Direct Reports:	Nil
Location/s:	Triathlon WA Office – SportsHQ, Floreat		
Employment Status:	Permanent 0.2 FTE (days of the week negotiable)		
Salary Package	\$70,000 + Super (Pro Rata)		
Employment Conditions	<p>Triathlon WA's office hours are Monday – Friday, 9:00am – 5:00pm.</p> <p>Staff are employed in accordance with the terms and conditions outlined in their contracts.</p> <p>Weekend and evening work will be required, due to the nature of the sporting industry.</p>		
About Us	<p>Triathlon WA is a not for profit, member based organisation which is governed by a volunteer Board of Directors. It is the peak sporting body for triathlon in Western Australia and is affiliated with Triathlon Australia.</p> <p>Triathlon WA Triathlon WA's vision is to inspire Western Australian's to embrace triathlon as a lifestyle, recreation or sporting pursuit.</p>		

Our Expectations

The purpose of the Coach Development Manager role is to:

- To provide the operational management of the Coaches within TWA programs.
- Ability to lead program evolution through excellent communication including the ability to lead through others.
- To provide direction and education to coaches with regards to development and best practice standards.
- Maintain working relationships and communication flow with Coaches, Triathlon Australia, other STTA representatives as required.
- Provide accreditation opportunities for aspiring Coaches through the National Coaching Pathway.
- Enhance the coach development pathway to deliver more coaches and build coach knowledge.

Your Contribution to our Workplace Culture is;

- Be committed to, and at all times, displaying behaviours consistent with Triathlon WA's behavioural framework which include;
 - ❖ Unity - United as a whole
 - ❖ Inclusivity - Fair & Equal Access
 - ❖ Accountability - Own it
 - ❖ Enjoyment - Be Fulfilled
 - ❖ Courage - Be Brave & back yourself.
- Be open minded and embracing of TWA's employees, communities & stakeholders.
- At all-times contribute to a safe and healthy workplace
- Embrace Learning and Development

Key Responsibilities	
Accountabilities	Overview of Tasks
Lead and Engage	<ul style="list-style-type: none"> • Drive the implementation of the Strategic plan relating to coach development. • Work collaboratively with internal and external stakeholders (coaches, education providers, STTA and TA staff). • Embrace and foster the existing culture, drive a collaborating sharing mindset and continue to build something that coaches want to be part of. • Provide recommendations regarding any change that is needed for pathway programs to achieve their vision and goals. • Lead and manage effective communications ensuring transparency and consistency. • Ensure effective communication channels between TWA and all the individuals involved in Coach Education programs.
Strategy, Policy and Planning	<ul style="list-style-type: none"> • Ensure Coach wellbeing is managed and that necessary education is implemented. • Work with the Executive Director to strategically plan and develop strategies for coach development and support throughout the state.
Operations	<ul style="list-style-type: none"> • Communicate regularly with key stakeholders. • Plan and develop strategies for coach development and progression. • Drive strategies to attract, develop and retain coaches throughout the pathway and the sport of triathlon in WA • Plan and organise delivery of coach courses in line with National Coaching Framework (Includes course set up, Facilitator availability, progress tracking for candidate course through to completion) • Plan and organise delivery of appropriate coach development opportunities with a retention and personal growth outcome for our coaching community • Develop, deliver and maintain robust coaching network with opportunities for all coaches to further their capacity and knowledge. • Liaise with National Manager – Coach Education on all relevant aspects of the accreditation and coaching support including but not limited to: <ul style="list-style-type: none"> - Identifying coaching needs for long term sustainability & capacity with clubs & Pathway environments. - Annual calendar of Coach Development opportunities
Associated Duties	<p>Budgets:</p> <ul style="list-style-type: none"> • Work with the Executive Director to adequately prepare budgets to meet program outcomes. <p>Reporting:</p> <ul style="list-style-type: none"> • Provide monthly reports against the strategic plan. • Provide documentation and reports as required by the ED Prepare reports for Board and other agencies and attend meetings as required.

CANDIDATE PROFILE	IDEAL	NICE TO HAVE
YOUR EXPERIENCE		
Knowledge of Adult Learning Principles	✓	
Experience of delivering high quality professional development and education programs for coaches.	✓	
Proven ability in strategy development and execution		✓
Sound administration experience, including budget management, report preparation, record keeping and IT applications.	✓	
Strategic mindset - Strong interpersonal communication skills – Innovative - Hard working	✓	
Level 2 or higher sport coach accreditation (sport other than triathlon)		✓
Experience working in a high-performance program at a State Sporting Association level or higher.		✓
Degree in Sport Science or Education		✓
Triathlon Australia Coaching Accreditation		✓
Knowledge of the structure of junior development within the sport of triathlon		✓
An understanding of the application of principals of coaching, sports science and technology within an athlete development environment		✓
An understanding of the emerging trends in international draft-legal triathlon		✓
ABOUT YOU		
An ability to lead and influence others towards a common goal	✓	
An ability to communicate information in a clear and concise manner	✓	
An ability to optimize the contribution of a diverse range of stakeholders	✓	
Preparation, implementation and evaluation of development objectives and strategies.	✓	
The ability to create a dynamic and engaging learning environment to lead and inspire others	✓	
Ability to prioritise tasks to meet daily, weekly, monthly and annual targets and organisational skills to arrange, develop and achieve outcomes within resource constraint	✓	
Honest, reliable and disciplined.	✓	
Meticulous in presentation of work with particular attention to detail.	✓	
A solution orientated problem solver with a proactive approach and proven initiative.	✓	
You must hold (or be willing to obtain) a current Police Check and Working with Children Check	✓	

APPLICATION PROCESS

Applications will need to be submitted to Executive Director, no later than 5:00pm Sunday 1st October 2023. Applications will only be accepted via email to: olivia.birkett@wa.triathlon.org.au

All applications must include the following documents;

- Cover letter addressing current experience against outlined Candidate Profile (no longer than 2 pages)
- Resume

Enquiries relating to the role can be submitted to the Head of Coach Education at Triathlon Australia, Jesse Mortensen: jesse.mortensen@triathlon.org.au