

## POSITION DESCRIPTION

**Position Title:** Events and Development Manager  
**Reports to:** The Chief Executive Officer QWA;  
**Hours:** 25 per week;  
**Status:** Part Time Fixed Term 12 Months;  
**Applications Close:** **Monday 10<sup>th</sup> December 2018**

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### **About the Queensland Weightlifting Association:**

The Queensland Weightlifting Association (QWA) is a not-for-profit organisation that manages the activities of the sport of Weightlifting throughout Queensland. The QWA is governed by a Management Committee which directs and oversees the management of the organisation and delivery of programs by paid staff. Management Committee members are volunteers who have a passion for the sport, and a strong desire to grow the sport in QLD.

Weightlifting refers to the Olympic and Commonwealth Games sport and the QWA accepts the responsibility to develop Weightlifting at all levels across QLD. This entails the planning and delivery of programs that provide pathways for athletes, coaches, technical officials, and volunteers.

QWA provides guidance and assistance to its affiliated clubs and their members. The QWA is affiliated with the [Australian Weightlifting Federation](#) which in turn is a member of the [International Weightlifting Federation](#)

The Queensland Government provides funding through the Office of Sport & Recreation [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) that assists the QWA to achieve its Strategic and Operational goals.

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### **Primary Purpose of the Position**

The primary purpose of the position is to support the QWA Chief Executive Officer in the delivery of quality QWA programs that enhance opportunities for participation and drive the growth of the sport across the State.

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### **Duties:**

- Attend QWA Management Committee meetings when requested;
  - Be familiar with and provide input into QWA Strategic and Operational Plans;
  - Plan, manage and deliver QWA events;
  - Develop and support member recruitment initiatives including the development of recruitment resources;
  - Support the education needs of all QWA members;
  - Liaise and work with relevant organisations including QSport, AWF (and other State bodies), schools, clubs, coaches, Technical Officials, volunteers and financial partners. This may require travel throughout the state and work outside normal business hours from time to time, including evenings and weekends;
  - Cover for leave requirements of the CEO.
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## APPLICATION PROCESS

Applicants are requested to submit a 2 page (max.) application response addressing the Selection Criteria below.

Provide at least 2 professional references who may be contacted to verify your experience.

Send applications to:

The CEO

Email: [qwa@qwa.org](mailto:qwa@qwa.org)

Closing Date for applications: Monday 10<sup>th</sup> December.

## SELECTION CRITERIA

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### Essential:

1. Sound knowledge of the QWA's programs and activities
2. Demonstrated ability to work with participants with a range of abilities and ages;
3. Demonstrated ability in developing and supporting initiatives that encourage increased participation in sport at all levels;
4. Excellent written and oral communication skills;
5. Proven ability to work independently;
6. Proven project management and time management skills;
7. Functional computer/IT usage including MS Office applications;
8. Contact-ability: in order to respond to business enquiries and executive tasks within relatively short time frames;
9. Demonstrated ability to assess potential risks and technical challenges and develop mitigation plans;
10. Demonstrated knowledge of the role and duties of the QWA General Manager.
11. Flexibility of hours able to be worked across any week to meet the needs of the organisation;

### Desirable:

12. Current Drivers Licence;
13. Current Qld Blue Card;
14. Presenter Assessor training
15. Current Weightlifting Technical Official qualification;
16. AWF Coach Education Program qualification;
17. Experience in sports administration;
18. Experience with MYOB Account Right;
19. Experience in working with volunteer-based organisations.

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## KEY RESULT AREAS:

- Participation and Membership Growth
  - Club Development
  - Event Delivery
  - Coaching and Officiating Development
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