

POSITION DESCRIPTION

Position Title: Projects and Development Manager
Reports to: The QWA Management Committee
Hours: 40 per fortnight
Status: Part Time Fixed Term 12 Months
Commencing August 2018
Applications Close: Thursday 21/06/2018

About the Queensland Weightlifting Association:

The Queensland Weightlifting Association (QWA) is a non-profit organisation aimed at developing the sport of Weightlifting throughout Queensland. QWA is made up of a Management Committee and has had a paid employee/s since 1983. Committee members are volunteers that have a passion for the sport, and for growing 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 includes governance and sport development including athletes, administration, technical official, coaching and volunteer pathways.

QWA provides assistance to its affiliated clubs and their members to promote the sport. 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 [Department of National Parks, Recreation, Sport and Racing](#) which assists QWA in achieving its Strategic and Operational goals for Queensland Weightlifting.

Primary Purpose of the Position

The primary purpose is to identify and deliver innovative programs that will enable growth of the sport across the State.

The position may require travel throughout the state and work outside normal business hours from time to time, such as evenings and weekends. Applicants may work from home but must be willing to commute to the QWA Office at Chandler, Brisbane as required by the Management Committee.

The Projects & Development Manager will undertake tasks as directed by the QWA on a regular (bi-monthly) basis and, where necessary, take on ad-hoc requests. QWA will prioritise the tasks and approve work plans at regular meetings between the Projects & Development Manager and the Management Committee.

Duties:

- Participate in QWA Committee meetings and discussions;
 - Be familiar with and provide input into QWA Strategic and Operational Plans;
 - Assist QWA to perform ad-hoc duties as directed;
 - Work with clubs and members to clearly understand their needs and expectations of the QWA;
 - Develop and support member recruitment initiatives including the development of recruitment resources;
 - Assist QWA clubs with resources to help increase membership and participation across Qld;
 - Provide a fortnightly timesheet and status report for the previous month, and a proposed work schedule for the next month (or more) to the QWA Management Committee.
 - Work with QWA Treasurer and external bookkeeper to develop project budgets and track actual against projected spending, in consultation with the General Manager and the Management Committee;
 - Liaising and working with relevant organisations including QSport, AWF (and other State bodies), schools, clubs, coaches, TO's, volunteers and financial partners;
 - Develop cost reduction initiatives while maintaining quality and productivity;
 - Cover for leave requirements of General Manager.
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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 will be contacted to verify your experience.

Closing Date for applications: June 21st, 2018.

A Selections Committee of 3 persons independent of the QWA Management Committee and QWA Staff will be empowered to review applications for nomination to the QWA Management Committee for final approval and selection of the candidate for this position.

Send applications to:
The General Manager
qwa@qwa.org

SELECTION CRITERIA

Essential:

1. Possess strong relationship management skills and the ability to work with a diverse range of stakeholders;
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 at all levels;
4. Excellent written and oral communication skills;
5. Proven ability to work independently and remotely;
6. Proven project and time management skills;
7. Functional computer/IT usage including MS Office applications;
8. Daily 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 in depth knowledge of the role of the QWA General Manager an ability to cover emergent leave;
11. Current Drivers Licence and own car;
12. Current Qld Blue Card.

Desirable:

13. Presenter Assessor training
14. Current Technical Official qualification;
15. AWF Coaching education program qualification;
16. Previous experience in sports administration;
17. Prior experience with MYOB Account Right;
18. Experience with working with volunteer-based Sporting organisations.

KEY RESULT AREAS:

- Courteous and efficient manner when dealing with QWA clients and stakeholders;
 - Working towards achieving targets which are tied to the State Development Program funded by the Qld State Government;
 - Clear and concise reports from meetings attended;
 - Maintain a harmonious working and team environment;
 - Maintain normal business practices of honesty, integrity and confidentiality.
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