



Coaching and Development Officer Position Description

POSITION TITLE:

COACHING AND DEVELOPMENT OFFICER

Terms:

The position may either be as a Part-time employee or a Contractor to Badminton Oceania Confederation (BOC)

Initially a three-year term which may be extended providing funding is secured

The role will commence on 14 January 2019

HOURS OF EMPLOYMENT:

The role is an average of 25 hours per week – not limited to Monday - Friday; work hours to be flexible as the successful candidate may be required to travel out of country for up to 2 weeks at a time

REPORTING TO:

Secretary General/CEO

LOCATION & TRAVEL:

Based in the BOC office in Ellerslie, Auckland, New Zealand, however an alternative location may be considered and negotiated depending upon the circumstance

EQUAL OPPORTUNITIES

Badminton Oceania is fully committed to equality of opportunity in all areas of our operations. Applications for positions in Badminton Oceania are open to all suitably qualified candidates, subject to educational and experience criteria relevant to the specific job being applied for.

BADMINTON OCEANIA

Badminton Oceania is one of five Continental Confederations working closely with the Badminton World Federation (BWF) to implement a wide range of development programmes and events in the Oceania region; aligned to the BWF strategic plan

Badminton Oceania is currently increasing their staff from the current level of four full-time people by one full-time and three part-time positions between September 2018 and January 2020. Two of these part-time positions are based on Fiji and PNG.

Badminton Oceania is governed by an Executive Board of 7 people with 15 Member Countries. Staff members are responsible for day to operations aligned to the Strategic Plan.

PRIMARY FUNCTION

This newly created position is primarily to support the Coaching and Development Manager in their key areas: Player Development, Coach Education and Para-badminton development through both administration and delivery

Key Responsibilities

- To support Badminton Oceania staff in managing projects and programmes in the areas of coach education, player development and para badminton
- Administration tasks as required including reporting, planning and database management
- To deliver Para-badminton development programmes
- To deliver BWF Level 1 Coach Courses
- To deliver ShuttleTime Tutor and Teacher courses
- To deliver Player Development programmes
- To engage with Member Associations, and other key stake-holders: BWF, ONOC, OSFO, NPCs
- To represent Oceania Badminton at meetings, workshops and any other forums where required

QUALIFICATIONS and ATTRIBUTES REQUIRED:

- BWF Level 1 Tutor Coach qualification or the ability to attain this qualification in 2019
- BWF Level 1 Coach or similar qualification
- Knowledge and experience of para-badminton or para sport
- Experience in sport development
- Strong communication and presentation skills
- Be able to resonate with Pacific Island culture
- Good time management skills
- Experience and competent in developing and delivering on plans
- Can prioritise workload and work to deadlines
- High levels of competency in English – spoken and written
- Ability to develop strong relationships with key partners and stakeholders
- A willingness to share knowledge and expertise with others and work as part of a team
- Flexibility and adaptability

Remuneration will be NZ\$35,000-\$40,000 based on qualifications and experience

Interested applicants to send a written application and detailed CV by email to:

Julie Carrel
Secretary General/CEO
Badminton Oceania
E-mail: julie@oceaniabadminton.org

Please put in the subject line: ***Coaching and Development Officer***

Applications close Wednesday 21st November 2018

Only applicants who are short-listed and required for an interview will be contacted

The selected candidate will be expected to start on 14 January 2019

To apply for this role you must have the right to live and work in New Zealand or another Oceania Member Country and cannot have anything which restricts you from travelling within the region