

Participation Coordinator – Badminton Australia

About Badminton Australia

Badminton Australia is the national governing body for badminton in Australia, with its goal to raise the level of interest and participation in the sport from grassroots through to elite pathways and high performance. Badminton Australia, in partnership with its Members, the State and Territory Badminton Associations, is responsible for the management and sustainable development of the sport nationally and the management of relations internationally through the governing body for the sport, the Badminton World Federation (BWF).

Established in 1932, Badminton Australia became the eleventh member of the IBF (now BWF) in 1936. Badminton Australia is an active member of the Oceania Badminton Confederation (OBC) and is affiliated to the Australian Olympic Committee (AOC) and Australian Commonwealth Games Association (ACGA).

Badminton Australia manages National & International tournaments and championships, and develops and manages programs and pathways, providing assistance to our state members under a federated model.

With the recent refocus and rebranding of SPORTAUS, participation will be a key part of all Australian Sporting Organisations.

Participation Coordinator

This is a newly created full time position reporting to the High Performance & Program Manager, and will be located in Melbourne. The participation Officer will be the key contact for

- Shuttletime Program
- Sporting Schools Program
- Membership & Participation Liaison

The role will suit candidates experienced in Sport Development, program administration, or similar roles with experience demonstrated engaging with external stakeholders to drive participation. Experience may have gained in other full-time roles, or student internship & work placements.

A Badminton background is not essential; however, candidates will be expected to have a strong knowledge of the Australian Sporting landscape, and a passion for growing participation and grassroots interest in the sport. A personable nature and a willingness to work with our State branches and their staff, coaches, and membership is key to this role.



Selection Criteria

In addition to demonstrating relevant experiences across the core functional areas of responsibility identified in this Position Overview, candidates applying for the Participation Officer - will require a range of personal and professional skills, including:

- Experience in a sport development, program administration or similar position
- Demonstrated experience engaging/influencing within an organisation
- Demonstrated experience engaging with external stakeholders to drive participation and program outcomes
- Regularly collect participation data, track the recruitment and retention of memberships using our national membership database system
- Strong task prioritisation ability and time management
- Outstanding communication skills, written, verbal and presentation
- Interest and comfort level in developing and operationalising program strategy
- A good understanding of the Australian sport landscape
- Passion for sport (Badminton experience not required)

Location and Travel

This position will be based at the Badminton Australia offices in Melbourne. Occasional travel throughout Victoria and Interstate may be required from time to time for meetings, program delivery activities and events.

Hours Of Work

This is a full-time position. Due to the nature of the position and the sport industry, some occasional evening and weekend work will be required to meet the needs of the organisation and events.

Contract Term

This position will be offered as an initial 12-month fixed term contract, which may be subject to renewal at the end of the 12-month period

Remuneration Guide

A position commensurate remuneration package will be available to the successful candidate, negotiable depending upon skill level and experiences, based on the current Sporting Organisations Award as published by the Australian Government Fairwork Ombudsman 28th June 2018.

Timelines

The position will commence in early December 2018, with the candidate being available for 3 training days late November. Applications close November 21st 2018

Apply To

Executive Assistant to the CEO

Ingrid.Finnegan@badminton.org.au