

# National Education Officer

## Job Description

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Rowing Australia's National Education Officer is responsible to the Development and Operations Manager and will be working across the organisation to facilitate the development of Rowing Australia's education and development programs. This primarily involves ensuring the effective conduct of Rowing Australia's NCAS and NOAS syllabus as well as developing and implementing new initiatives to meet the needs of Rowing Australia's coaches, clubs and State Associations.

The successful applicant requires applicable tertiary qualifications in education or sports management or equivalent and must possess high level communication skills, be able to manage multiple programs effectively and provide leadership and support to program deliverers.

### Job Details

Location: Canberra, ACT  
Status: Full Time  
Salary: Negotiable

### Job Responsibilities

- Coordinate the development and implementation of the National Coaching Accreditation Scheme (NCAS) and National Officiating Accreditation Scheme (NOAS) including:
  - In conjunction with State Rowing Associations, organise and present NCAS and NOAS Courses
  - Coordinate and present seminars for State Development Officers
  - Coordinate NCAS and NOAS training for all assessors and presenters
  - Manage the administration of the NCAS and NOAS
  - Process NCAS and NOAS accreditations
  - Comply with ASC requirements and provide the primary contact point with the ASC on operational matters
  - Develop and implement quality assurance mechanisms and ensure national consistency in the delivery of education programs
  
- Coordinate Rowing Australia's education resources including:
  - Source and edit material from HP Coaches, SSSM Staff and other experts for inclusion in RA coaching manuals
  - Secure and manage contractors (writers, editors, typesetters, printers, etc.) involved in the production of RA resources
  - Review external resources and assess their suitability for use in RA's education programs and sale through the Coaches Corner
  - Manage the administration of the Coaches Corner

- In conjunction with the Development and Operations Manager, conduct the biennial coaches conference including
  - Developing a program
  - Sourcing appropriate presenters
  - Promotion of the conference
  - Logistical support
  - Conference resources
  
- Develop new education initiatives designed to increase the overall effectiveness of RA's education program including, but not limited to:
  - Develop and implement rowing specific or general sport workshops
  - Identify and develop online education opportunities
  - Prepare and distribute education newsletters
  - Develop and implement a mentoring program
  
- Other Responsibilities
  - Provide administrative support to the Development and Competition business unit of RA
  - Provide secretariat services to relevant committees and / or commissions
  - Contribute to the education and development sections of the RA Strategic Plan

## **Selection Criteria**

### **Qualifications and Experience**

#### **Technical**

- Tertiary qualifications in education / sports management or a related field
- Level 2 NCAS Rowing Coach Accreditation
- Demonstrated experience and understanding of the delivery of coach education and sport development programs
- Experience in delivering education programs to a wide variety of stakeholders
- Experience and / or understanding of the principles of adult education
- Experience in producing written publications is desirable but not essential
- Qualifications as a presenter and competency assessor is desirable but not essential

#### **Administration**

- Competent level of operational IT skills and experience – particularly in Microsoft Office
- Significant project management experience
- Demonstrated capacity to manage and operate within a budget
- Strong administrative and organisational skills

### **Interpersonal**

- A capacity to balance the need to operate independently or work as part of a team, as various tasks may require
- A capacity to confidently facilitate meetings and deliver presentations
- High level of oral and written communication skills.

### **Personal Attributes**

- Interpersonal skills of a high order
- Flexibility in work and thought processes to be able to multi task on a variety of diverse work types at the same time
- Responsive to constant change
- Ability to participate in after hours and weekend work

## **Job Dimensions**

### **Reporting**

- The National Education Officer will report to the Development and Operations Manager
  - Administrative support may be sought from the Office Administrator in consultation with the Office Manager
- Prepare detailed reports as required for relevant committees and the Rowing Australia Board

### **Finance**

- Develop program and project budgets for the review and approval of the Development and Operations Manager and CEO as appropriate
- Manage program specific budgets