

## National Education Coordinator

### Job Description

---

Rowing Australia's National Education Coordinator is responsible to the National Development and Events Director and will function 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 education programs for coaches, officials and athletes as well as developing and implementing new initiatives to meet the needs of Rowing Australia's Community Development Program.

The preferred applicant will possess relevant tertiary qualifications in education and/or sports coaching/management (or equivalent) and demonstrate 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
Remuneration:	Up to \$75,000.00 pa subject to qualifications and experience (Inclusive of Superannuation)

### Job Responsibilities

- Coordinate the development and implementation of the National Coaching Accreditation Scheme (NCAS), athlete education programs 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
  - The RA Anti Illicit Drug Education Program
- Coordinate the development of Rowing Australia's education resources including:
  - Source and edit material from HP Coaches, SSSM Staff and other experts for inclusion in RA education resources
  - Secure and manage contractors (writes, 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 and On-line Shop

- In conjunction with the National Development and Events Director, conduct the biennial national coaches conference including:
  - Developing a program
  - Sourcing appropriate presenters
  - Promotion of the conference
  - Logistical support at the Conference
  - Conference resource development and distribution
  
- 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 where appropriate
  - Prepare and distribute education newsletters
  - In conjunction with relevant stake holders, develop and implement RA's mentoring program for athletes, coaches and officials
  
- Manage Rowing Australia's Adaptive Development Program including:
  - Coordinate and implement Rowing' Australia's Disability Action Plan
  - Ensure the integration of adaptive rowing content to RA education programs where appropriate
  - In consultation with the NRCE Adaptive Coordinator and National Adaptive Head Coach, develop and implement policies relating to adaptive rowing including but not exclusive to classification and competition
  - Evaluate and maintain an understanding of local, state and national adaptive rowing programs
  - Provide technical assistance in consultation with the National Rowing Centre of Excellence to State Rowing Associations and local clubs in the establishment and management of Adaptive Rowing programs
  - Identify and promote competition opportunities for adaptive rowers
  - Coordinate Rowing Australia's Project Connect Advisory Panel
  
- Provide leadership to assist in the development of rowing clubs across Australia including, but not limited to:
  - Providing access to club development tools and resources, and actively promote that information nationally
  - In consultation with relevant consultants and staff, develop and implement ROMS education and training programs
  - Enhance Learn to Row programs that are nationally consistent and resourced
  - Evaluate and enhance tools to assist clubs in Learn to Row and general club development initiatives
  - Assist in the development and coordination of other community development initiatives.
  
- Other Responsibilities
  - Provide administrative support to the Development and Competition Director of RA in relation to Development and Events matters
  - 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 coaching/management or a related field
- Level 2 NCAS Rowing Coach Accreditation is desirable but not essential
- 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
- Qualifications as a presenter and competency assessor is desirable

#### Administration

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

#### Interpersonal

- A capacity to confidently facilitate meetings and deliver presentations
- A capacity to balance the need to operate independently or work as part of a team, as various tasks may require
- 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 as required

## Job Dimensions

#### Reporting

- The National Education Coordinator will report to the National Development and Events Director
- Prepare detailed reports as required for relevant committees and the Rowing Australia CEO and Board

#### Finance

- Develop program and project budgets for the review and approval of the National Development and Events Director as appropriate
- Manage program specific budgets