

## National Education & Development Officer

### Job Description

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The National Education and Development Officer is responsible for the coordination and implementation of national rowing education and development programs across Australia. The position will assist in the coordination of sustainable sports development initiatives and implement education programs for athletes, coaches, officials and clubs.

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: Negotiable subject to qualifications and experience

### Job Responsibilities

The role will operate across the two main themes of education and community rowing development.

#### Education

- Coordinate the implementation of the National Coaching Accreditation Scheme (NCAS), athlete education programs and National Officiating Accreditation Scheme (NOAS) in conjunction with State Rowing Associations and other relevant bodies. In particular, work with State Development Officers and Umpires Coordinators and RA Umpires Panel to ensure that Rowing Australia delivers a sound national syllabus across the base levels of those areas (Level 1 & 2 NCAS and Level 1 & 2 NOAS).
- Assist in the development, conduct and delivery of NCAS Level 3 programs
- Develop and implement quality assurance mechanisms and ensure national consistency in the delivery of education programs
  - Coordinate RA's national Anti-Illicit Drugs in Sport Education Program
  - Coordinate the delivery of the RA/Australian Sports Commissions, Umpires Academy education program
  - Develop new education initiatives designed to increase the overall effectiveness of RA's education programs
  - In conjunction with the National Coaching Development Manager and other RA staff, assist in the planning, coordination and conduct of the biennial national coaches conference.

#### Sports Development

- Coordinate and manage RA's 'Adopt a School' Club participation program
  - Provide leadership in a Sports Development capacity to assist in the development of rowing across Australia including, but not limited to:
    - Providing access to club development tools and resources, and actively promote that information nationally
    - Contribute to the review and improvement of 'Go Rowing' learn to row programs

- Identify, evaluate and promote tools that may assist clubs to deliver 'Go Rowing' learn to row and general club development initiatives
- Assist in the development and coordination of other community development initiatives as required.
- Assist Clubs and State Associations where possible to develop initiatives that may assist with the effective transition from school rowing to club rowing programs (both rowers and coaches).
- Other Responsibilities
  - Provide support to the National Coaching Development Manager or other RA staff as required with respect to the conduct of other RA events
  - Provide secretariat services as required 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 or 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

- On matters of coaching education and development, the National Education Coordinator will report to the National Coaching Development Manager
- On matters of other education and community development programs, 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 as required
- Manage program specific budgets