

## Club Support Officer

<b>Area</b>	Sport Development & Participation		
<b>Organisation</b>	Swimming NSW		
<b>Classification/band</b>	Clerical and administrative grade 4	<b>Salary range</b>	\$53,898 - \$56,420
<b>Reports to</b>	General Manager, Development & Participation	<b>Date of Approval</b>	01/09/2023

### ORGANISATIONAL OVERVIEW

Swimming is Australia's highest participation sport and is an activity that is synonymous with the Australian way of life. Swimming offers participants both important life skills and a sport that can be enjoyed by all ages and ability levels.

Swimming NSW (SNSW) is the peak body for the sport in NSW and also includes the ACT as an area with ACT government jurisdictional oversight. We aim to be the number one swimming state in Australia in performance and participation.

We understand that our members have many dreams about what they want to achieve in our sport, but they all share our passion for swimming and that is why it is our Mission to provide opportunities and pathways to enable everyone to enjoy swimming and develop the potential of all participants.

### ROLE PURPOSE

The role of the Club Support Officer is to serve as a vital link between SNSW and affiliated clubs, assisting clubs to thrive, and contributing to the organisation's overall goals through a wide range of responsibilities and initiatives.

Club Support Officers undertake a broad range of administrative tasks to engage with clubs, offering advice and support across key focus areas that are critical to the development and governance of the sport of swimming across NSW. The role includes assisting affiliated clubs across various aspects from boosting participation and membership to ensuring proper governance and education. Additionally, Club Support Officers coordinate development initiatives and programs within local communities.

### KEY PERFORMANCE AREAS

- Promote the aims, objectives, and achievements of SNSW within the community.
- Attend Area Championships and SNSW organised events, as required, for the purpose of engaging with and advising stakeholders and supporting SNSW to deliver events.
- Support SNSW affiliated clubs in growing participation and membership, establishing effective governance frameworks, educating committees in relation to areas such as, but not limited to, member protection, child safeguarding, grant applications, membership products, and meet delivery (e.g., Meet Manager training).

- Coordinate development squads, camps and programs where required as part of the SNSW Area Development Plan.
- Coordinate swimming and coaching development opportunities at a club and area level where applicable and assist the Regional Coaching Director with coach development visits in the regional NSW.
- Promote the Swim League Club product and School Splash within local communities and across affiliated clubs.
- Provide training and resources to clubs, helping them to develop capability within key focus areas. Group based delivery across numerous clubs will be the preferred method.
- Assist with the development, maintenance, and administration of SNSW materials and documents.
- Prepare reports and conduct presentations as required and represent SNSW on various groups and committees.
- Assist in answering club enquires regarding Swim Central.
- Support the Chief Commercial & Marketing Officer with content related to SNSW websites.
- Support SNSW affiliated clubs to comply with the requirements of the National Integrity Framework and NSW Child Safe Standards and ensure clubs adhere to SNSW rules and policies.
- Other projects and administrative tasks as requested by the GM Participation & Development and/or CEO.

## KEY RELATIONSHIPS

Who	Why
Club Sport Officers (Peers)	To work collaboratively to enable team performance
SNSW staff	To work collaboratively to enable performance
Affiliated clubs	To develop strong relationships and provide high levels of customer service
Area Committees	To effectively engage and communicate key local initiatives, events, and programs
Schools	To drive participation in swimming throughout NSW

## ROLE DIMENSIONS

Authority/approval level	N/A
Reporting roles	N/A

## ROLE REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Working with Children Check</li> <li>▪ First aid certificate</li> <li>▪ Flexibility to work on weekends and outside of regular office hours, as required</li> <li>▪ Exceptional communication and interpersonal skills, both written and verbal</li> <li>▪ Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Strong interest in the sport of swimming and experience working in a community sporting environment</li> <li>▪ Experience working or volunteering in a club or member-based environment</li> </ul>