

Position Description – Coaching Administrator

1. Position Title: Coaching Co-ordinator Archery Victoria

2. Purpose of the Position: The Coaching Co-ordinator in Archery Victoria manages the recruitment, development, and support of coaches while fostering a positive and consistent coaching environment across affiliated clubs. Key responsibilities include coach mentor, performance assessment, program development and delivery and ensuring adherence to Archery Victoria and Archery Australia policies and coaching standards. The role requires strong communication, leadership, and organisational skills to effectively manage volunteer coaches and improve the overall quality of archery for all participants.

The Archery Victoria Co-ordinator is appointed by the Board. This position is normally held by a nationally accredited level 3 Coach, but the Board, at its discretion, may appoint another person to the role.

3. Key Responsibilities:

- Recruit, mentor, and support coaches, providing feedback and resources to enhance their skills and knowledge.
- Conduct training and accreditation programs for new coaches, conduct assessments of coaches' performance, ensuring consistency and quality in coaching delivery.
- Oversee annual program budget, as well as financial forecasting and reporting to monitor financial performance.
- Oversee the development and management of Archery Victoria's coaching programs, ensuring they align with Archery Victoria's strategic goals.
- Ensure coaches adhere to Archery Victoria's code of conduct, member protection, and safeguarding children and young people policies, and other relevant sporting regulations.
- Maintain and manage official databases, including contact information, qualifications, and Working with Children Check validity.
- Serve as the primary point of contact for coaches and other stakeholders, facilitating feedback and ensuring effective communication.
- Actively seek and recruit new coaches to support affiliated club's growth and needs.
- Help Archery Victoria and Clubs to develop strategies for coach retention and recognition.
- Maintain and manage official databases, including contact information, qualifications, and Working with Children Check validity.
- Conduct workshops to update coaches' knowledge of rules and current trends as required.
- Act as a point of contact for coaches, providing them with necessary information and support for their roles.
- Ensure coaches are aware of and adhere to the relevant rules, regulations, and policies of Archery Victoria and governing bodies.
- Provide administrative and organisational support for events where coaches are required.
- Promote archery and the coaches' program to foster a positive image and encourage participation.
- Work collaboratively with the Archery Victoria Board.
- Promote a culture of high performance and accountability.
- Support Archery Victoria's vision, mission, and values.

4. Desirable Attributes:

- Is an accredited level 3 National Coach being desirable but not essential.
- Strong verbal and written communication skills, including active listening and feedback provision
- The ability to guide, motivate, and lead volunteer coaches effectively.
- Excellent planning and organisational skills to manage multiple programs, meetings, and events.
- A sound understanding of archery, archery equipment, coaching methodologies, and relevant sporting standards.
- The ability to identify potential coaches, drive continuous improvement, and adapt to new initiatives.
- Maintains a sound knowledge in the conduct of archery competitions and tournaments at all levels.
- Possess a general understanding of governance, financial management, and risk management principles.
- Working knowledge of the Archery Victoria's constitution, rules, policies, procedures and codes of conduct.

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- The ability to maintain confidentiality on relevant matters and when handling sensitive information.
- The ability to think strategically, analyse information, and contribute to effective decision-making.
- Ability to maintain a high level of personal integrity and a commitment to ethical behaviour.
- Proficient in using computer systems and databases, for managing information and records.
- Ability to work collaboratively and build positive relationships with diverse groups of people.

5. Selection Criteria:

- **Experience:** Demonstrated experience in a support role in a not-for-profit, volunteer-based organisation or similar life experiences.
- **Management Skills:** Ability to work collaboratively in a diverse team. Well-developed decision-making skills. Ability to manage multiple initiatives simultaneously.
- **Communication Skills:** Strong interpersonal and communication abilities to effectively liaise between Club administrators, coaches, and external parties. Ability to facilitate training and information sessions to deliver effective learning.
- **Commitment:** Willingness to dedicate time to attend meetings, conduct new Coaches programs, assessments and general tasks essential to Archery Victoria's effective and efficient running of coaching programs.
- **Teamwork:** Ability to work collaboratively within a team environment to achieve common goals.
- **Development:** Willingness to undertake relevant training in IT, policy and compliance issues. Ability to train and mentor new and existing coaches.

6. Other Relevant Factors:

- Background checks: Current Working with Children Check is mandatory.
- Complete and sign the Member Protection Declaration and return it to secretary@archeryvic.org.au.
- Accredited level 3 National Coach is desirable.

7. Appointment Details:

- The Coaching Co-ordinator reports directly to the Archery Victoria Board.
- **Term:** The Coaching Co-ordinator will serve a term of 24 months, with the possibility of reappointment based on performance and Board needs.
- **Meetings:** The Coaching Co-ordinator attends meetings scheduled as necessary.
- **Programs:** Conducts regular Level 1 and level 2 programs for new and existing coaches.

8. Reporting Structure: The Coaching Co-ordinator reports directly to the Archery Victoria Board.

The Coaching Co-ordinator provides a written quarterly report to Archery Victoria Board, and presents an annual report at the Annual General Meeting.

9. Performance Review: Performance will be reviewed annually by the Archery Victoria Board to assess effectiveness in meeting objectives and to identify areas for improvement.

10. Confidentiality: The Coaching Co-ordinator is expected to maintain confidentiality regarding sensitive information and in communications with the Board.

11. Code of Conduct: The Coaching Co-ordinator must adhere to Archery Victoria's Policies and Codes of Conduct, demonstrating professionalism and respect in all interactions.

If at any stage the Coaching Co-ordinator becomes aware of a personal conflict of interest, real or perceived between themselves and the Board, they should immediately notify the Secretary of the conflict. The Coaching Co-ordinator must display the vision and values of Archery Victoria at all times.

12. Application Process: Interested candidates should submit an application addressing the selection criteria to secretary@archeryvic.org.au. Shortlisted candidates may be contacted for an interview.

Applications for the committee to include;

- Name;
- Club;
- Archery Experience; and
- What do you hope to achieve in the role.

This position description is subject to review and amendment by the Archery Victoria Board as necessary.