



Contractor Position

SERVICES DESCRIPTION - DEVELOPMENT AND COMMUNICATION

TITLE: Development and Communication Coordinator

REPORTS TO: Executive Officer

PURPOSE OF SERVICE

Support the Western Australian Karate Federation (WAKF) with the delivery of the WAKF Strategic Plan outcomes and actions as outlined in the operational plan.

The key purpose is to

- Provide communication to members, the karate community and other stakeholders.
- Coordinate and deliver forums, regional tours and workshops for Karate in WA.
- Assist with the rollout of the Membership Review actions, participation projects and volunteer/workforce plan.
- Plan and coordinate the delivery of development opportunities within the sport.
- Deliver and report on actions from the WAKF Operational Plan.

KEY SERVICES

Development

- Plan and coordinate the delivery of development and participation opportunities within the sport; including the WAKF Coach and Officiating Project.
- Plan, prepare and deliver regional tours throughout WA.
- Prepare and provide the yearly development and participation calendar in line with the overall planning of the WAKF Calendar.
- Assist with the planning and delivery of the 2022 Membership Review action plan and Participation Plan.
- Assist the Executive Officer in writing grant applications and acquittals for development and participation projects.



Communication

- Develop and deliver a communication plan for members and the karate community, including (but not limited to) e-news, website articles, social media, annual surveys and media releases.
- Engage in the marketing, promotion, delivery and quality of programs, products and services as required.

Coach and Referee Project

- Develop and deliver workshops for new and current coaches in WA.
- Develop and deliver a referee and coach mentoring program with Individual Development Plans to increase the number of coaches and referees in WA with a focus on closing the gap in gender and age diversity.
- Liaise and work with key individuals in the community to deliver the project.

Volunteers Plan

- Assist with the review and update of the WAKF Workforce and Volunteer Plan
- Initiate and deliver the Volunteer Plan strategies and actions.
- Deliver event volunteer recognition strategies.

Operations and Community Engagement

- Engage in the marketing, promotion, delivery and quality of programs, products and services as required.
- Provide social media support as required.
- Support the submission delivery and acquittal of grants as required.
- Provide updates for the operational plan, strategy and operational report and annual report.
- Maintain and update relevant sections of the WAKF website.



General

When providing a service as a contractor for the WAKF, the following general conditions apply.

- Must comply with all WAKF policies and procedures.
- Implement the WAKF policies and procedures as required.
- Ensure WAKF programs, products and services are consistently presented in a strong positive image to the public and relevant stakeholders.
- As required, attend events, workshops and meetings.
- Other duties as determined by the Executive Officer or Chair from time to time.

KEY INTERACTIONS

- Executive Officer
- Administrator
- Heads of Styles, clubs, volunteers and members
- Stakeholders
- Board Members

General Note

- This is a contracted position, and the services may change as the outcomes of the operational plan change. Any changes to the services within the current contract will be upon a mutual agreement with the contractor and the WAKF.
- It may become necessary to modify/change the services from time to time.

SKILLS AND COMPETENCIES REQUIRED

Communication

- Speaking Effectively:
 - Is a very skilled communicator and can shape the conversation to suit the audience.
- Writing Effectively:
 - Ensures key messages are portrayed through accurate reporting and documentation.



Teamwork

- Fosters Teamwork:
 - Is a strong collaborator driven to work hard as an individual to ensure the group's success.

Honesty & Integrity

- Can follow through on the commitments while modelling the values of the organisation.

Diversity:

- Promotes respect for diversity and the importance of culturally appropriate behaviours.

Initiative & Enterprise

- Takes the initiative:
 - Consistently looks for opportunities to improve programs and processes and can effect change without assistance from others.
 - Solving Problems:
 - Can anticipate problems and ways to solve them. Encourages others to seek out the appropriate ways to solve problems.

Planning & Organising

- Planning:
 - Initiative-taking and able to identify what is needed to plan for projects and broader goals successfully.
- Managing Work:
 - Highly motivated and able to manage their workload, adjusting their plans where necessary to ensure that outcomes are achieved.

ESSENTIAL CRITERIA

- Demonstrated experience in communication, development or sports administration.
- Demonstrated experience working with volunteers in a not-for-profit environment.
- A passion for the sport.
- Strong communication skills and ability to elicit cooperation from and work with a range of people.
- The ability to plan and prioritise work and maximise the use of internal and external resources to achieve outcomes.
- Independent worker that can also work in a team environment.
- Valid Working with Children Card



CONTRACTED POSITION

- 12-month contracted position with the potential to extend.
- Yearly contract - \$20,000
- ABN required.
- Public liability insurance is required.
- 23 hours per fortnight.
- Own office space and tools

HOW TO APPLY

Please send a cover letter outlining your experience and CV to the Executive Officer at eo@karatwestaustralia.com.

Applications Close

Tuesday 19 September 2023

Enquiries

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Executive Officer

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