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| ROLE | Continental development agent – Oceania |
| DEPARTMENT | Development |
| REPORTS TO | Development and education director |
| EMPLOYMENT RATE, PLACE | Full-time consultancy; remote (Oceania-based) |
| SALARY | To be defined |
| STARTING DATE | January 2020 |

OBJECTIVE

To assist the two identified groups of national archery federations within the membership of World Archery Oceania. For those with a good base of activities and performance, strengthen and improve their position with the continent and the international archery family. For those new or emerging, develop a good domestic base of activities and performance in areas of governance and management, athlete instruction and coaching, officiating, equipment selection and provision, funding acquisition and financial structure.

**REQUIREMENTS**

* Location: Resident of Oceania for better cultural understanding and logistical purposes
* Flexibility: Willingness to travel and work flexible hours as objectives require
* Languages: English fluency required; French working knowledge a benefit
* Tools: Proficiency in Microsoft Office suite, particularly Word, Outlook and Excel
* Qualifications: Level 1 coach certification required; level 2 coach a benefit
* Experience: Sport administration or governance (preferably at state or national level), budgeting and financial understanding, project management

MAIN AREAS OF RESPONSIBILITY

* Develop the administrative, technical and sporting performance levels of member associations of World Archery Oceania
* Assist the development and education department in its duties, including but not limited to management of coach trainers, certification and database, with a focus on Oceania
* Plan and deliver missions including coaching courses, training camps, officiating seminars, governance reviews and others as required
* Assist member associations in adopting strategic development plans and setting key performers indicators against which to measure progress
* Advise member associations on possible funding for programmes at national and international level
* Reliably recognise when to escalate issues to line manager when level of authority or responsibility is not clear
* Promote the use of online learning tools for training, coaching and officiating in Oceania (a new aspect of the role)
* Maintain sole responsibility for the payment of premiums in respect of the various insurance policies for which the candidate might be required by law to contract with Oceania under the employment agreement
* Other areas as required

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| **DEADLINE FOR APPLICATIONS** | 9 December 2019 at midnight NZST |
| INTERVIEWS | December 2019 |
| APPLICATION CONTENT | * Curriculum Vitae (professional) * Curriculum Vitae (archery) * Motivation Letter * Expectation of compensation |
| **CONTACT** | Pascal Colmaire, [pcolmaire@archery.org](mailto:pcolmaire@archery.org) |

Applicants will be notified of the outcome of their application within seven days of the closing date.