

Junior Development Officer – Position Description

Position:	Junior Development Officer	Location:	Australian Capital Territory
Reports to:	ACT Badminton Association (ACTBA) President	Area:	Junior Badminton

PURPOSE:

The Junior Development Officer will grow and sustain participation numbers, across skills levels, for players, coaches, officials and administrators that support Junior Badminton (school aged players)

KEY RESPONSIBILITIES:

1. Deliver on the outcomes that have been agreed as part of the ACTBA's plan to develop junior badminton.
2. Support and increase junior participation in badminton clubs and schools while increasing the quality of the delivery of badminton coaching and competitions.
3. Support and increase in-school and out-of-school opportunities for school aged players in particular and increase the quality of the delivery of sporting schools grant based coaching.
4. To investigate, plan and organise the delivery of "Shuttle Time" coaching courses to School Teachers and Badminton players to increase the number of qualified coaches in the ACT, including "Shuttle Time" tutors.
5. Support junior development opportunities by providing support for junior badminton coaching classes in particular supporting clubs which provide any form of junior coaching.
6. Support and develop meaningful links between players, coaches, officials and volunteers by facilitating and delivering a parent/coach/player information sessions.
7. Build relationships with officials in Badminton Australia (BA) to enable greater support for ACT officials and coaching opportunities, particularly BA's Performance Pathways Manager and National Development Coach Lead.
8. Increase participation in informal and formal badminton by leading in the delivery of the yearly Inter-School Teams competition for Years 7 & 8 and 9 & 10 and a possible Junior ACT Open or other junior tournament(s) in 2021.
9. Mentor club coaches and assist with junior coaching at schools and/or coaching club sessions.
10. Increase links with ACT schools by developing and delivering coaching and mentoring programmes to increase the number of schools which offer badminton classes/lessons.
11. Liaise with BA as part of the ACT's selection to be part of the pilot Development Camps program in 2021.
12. Train or assist in the training, with relevant ACTBA clubs, of ACT Junior Badminton players selected to represent the ACT in National Competitions.
13. Travel with selected ACT Junior Badminton players to National competitions as their coach or manager to provide coaching advice and mentoring as needed at the event.
14. Document and manage their time to ensure that the ACTBA gets value from their activities and can continue to employ a Junior Development Office in future years.

The position will initially be on a casual contract basis for one year, commencing January 2021. The contract payment of \$20,000 will be paid in four equal instalments of \$5,000 subject to the satisfactory completion of a report to the ACTBA Executive Committee on achieved outcomes at the end of each quarter. The contractor will be required to supply an Australian Business Number (ABN).

Key relationships for Junior Development Officer:

External	Internal	Committees/Groups
<ul style="list-style-type: none"> • Badminton Australia • Badminton Oceania • ACT Education Directorate • ACT Schools (PE Teachers) 	<ul style="list-style-type: none"> • ACT Badminton Association • ACTBA Tournament Director • ACT Coaches • ACT Badminton Clubs • Junior Coaching Clubs 	<ul style="list-style-type: none"> • ACT Badminton Association Sub-Committees • Badminton Australia Working Group(s)

Competency profile:

Competency	Descriptors
Specialist Knowledge and experience	<ul style="list-style-type: none"> • Experience working in grass roots sport, specifically badminton, delivering and coordinating programmes • Qualifications ('Shuttle Time' minimum) and experience as a badminton coach/coach educator and the ability to deliver to a wide range of audiences. Ability and willingness to upgrade education to BA Foundation Coach, BWF1 and 'Shuttle Time' tutor levels over time. • Ability to identify and implement strategies to increase participation in all areas that impact junior badminton • Experience in successfully coordinating projects by developing plans, managing budgets and reporting to stakeholders • Good relationship management skills and ability to work with a diverse range of stakeholders by sharing relevant information • Experience working at schools or in regional sports environment is desirable along with a current WWVP card and first aid certificate.
Leadership and strategic ability	<ul style="list-style-type: none"> • Is respected and trusted • Is calm, confident, decisive and objective, especially under pressure
Competency	Descriptors
	<ul style="list-style-type: none"> • Willingness to be accountable and measured on performance • Is an experienced facilitator and coach educator • Skilled at determining important issues, organising, prioritising and multi-tasking
Communication and Personal skills	<ul style="list-style-type: none"> • Can communicate effectively to diverse audiences including volunteers, teachers, coaches, administrators and young people. Good written and oral presentation skills • Relates well with others and establishes and maintains effective relationships • Is energetic, highly motivated, enthusiastic and considerate • Understands and able to work in a team environment • Copes well with change and deadlines