

**Baseball Western Australia  
Program Delivery Officer**

Position Description/ Success Profile

<b>Position Details</b>	Position Title	Program Delivery Officer
	Date prepared	September 2023
	Location	Perth, Western Australia
	Reporting to	BWA Participation Manager
	Direct Reports	Contract coaching staff
	Hours	Full-Time Salaried staff

<b>Position Profile</b>	Position Purpose	<p>As a professional sporting organisation with extensive community reach, Baseball Western Australia is committed to enhancing the reputation of the sport.</p> <p>The Program Delivery Officer will.</p> <ul style="list-style-type: none"> <li>• Deliver the on-field content of all participation programs designed by the Participation Manger. This includes the appointment of contract coaching staff to all programs as needed including to the Sporting Schools program.</li> <li>• Be a primary deliverer of content within the Sporting Schools program.</li> <li>• To maintain relationships with all regional associations and partners and ensure visitation itineraries are filled and communicated to all involved as early as possible.</li> <li>• To ensure that communication to program partners and participants is carried out well in advance of program delivery.</li> <li>• Support clubs in the upskilling of their on-field personnel including delivery of the national coach accreditation scheme.</li> <li>• Provide quality advice specific to developing and reviewing all "BWA Way" documentation to ensure protocols are "best practice"</li> </ul> <p>The successful candidate will have a deep passion for the game and developing players, coaches and supporting volunteers to increase the skill capacity of all members.</p> <p>Some inter and/or intra state travel maybe required and Baseball WA will cover all associated travel costs.</p>
	This position will work closely with ...	Baseball WA staff, Baseball WA clubs (metro and regional) and other key stakeholders.
	Benefits...	<ul style="list-style-type: none"> <li>• Uniform (polo shirts)</li> </ul>
<b>Skills and Attributes</b>	<p>The individual in this position should have... <i>(Skills, qualifications and</i></p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of the Australian sporting landscape.</li> <li>• Demonstrated commitment to the ethos and values of the organisation.</li> <li>• Exceptional interpersonal and liaison skills with an ability to work with a diverse range of stakeholders.</li> </ul>	

	<i>experiences required)</i>	<ul style="list-style-type: none"> <li>• Effective working knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Outlook, Internet, and other marketing type platforms</li> <li>• Proficient working knowledge of social media platforms</li> <li>• Experience in dealing with volunteers and the ability to work in a small team environment.</li> <li>• A current driver's licence and first aid certificate</li> <li>• You must hold (or be willing to obtain) a current <b>Working with Children Check</b>.</li> </ul>
	The individual in this position should have ... <i>(Personal characteristics, attributes desire...)</i>	<ul style="list-style-type: none"> <li>• Professional manner and presentation;</li> <li>• Professional and effective methods of communication;</li> <li>• Ability to work autonomously and use of initiatives to work through problems;</li> <li>• Attention to detail and a well organised approach to work;</li> <li>• Energy and passion for baseball;</li> <li>• A collaborative approach to working with various stakeholders;</li> <li>• A sound ethical approach to evidence-based decision making;</li> <li>• Excellent problem-solving ability and analytical skills</li> </ul>