

Beach Program & Events Manager

Duties & Responsibilities

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AFFILIATIONS





Job Description

Job Title: Beach Program Events Manager

Reports to: Events Director

VA Business Unit: Events and Functions

Organisational Objectives

Volleyball Australia (VA) is committed in delivering quality events for both Beach and Indoor programs at a national and international level. All employees are responsible for ensuring work activities align with the organisations objectives.

- **Mission** – To lead, partner and support the growth in participation, performance and profile of volleyball in Australia
- **Values** – Inclusivity, Respect, Pride, Commitment and Integrity

Job purpose

The Beach Program and Events Manager is responsible for the delivery of all beach events conducted in Australia. These events (dual gender) range from school and junior to national open championships. There will be a requirement to host international FIVB or AVC events.

The Beach Program and Events Manager will work as a team member in the Events unit at VA whereby there will be an expectation for cross pollination of knowledge and support for the other Event Managers in delivering their programs. This will also be a requirement of the other Event Managers in assisting the delivery of the beach programs.

The Beach Program and Events Manager will report to the Events Director. This position will be supported by a Beach Commission which will assist the manager in carrying out their duties by providing strategic direction, independent reviews and operational assistance.

Role Specific Deliverables

- Establish, activate and review a project management plan for all beach programs and events.
- Develop program and event budgets with support from the Events Director. All VA program and event budgets are subsequently approved by the VA Board.



- In conjunction with the VA Finance Manager, manage all budgets for activities under your responsibility ensuring cash flow and reporting any variations to budget. Ensure income is invoiced and expenditure is paid in a timely manner.
- Identify, liaise and assist contracted promoters / delivery agents on behalf of the VA.
- Request services and products for programs and events as per VA's Procurement Policy
- Review and develop the Risk Management Plan for each program and event delivered.
- Manage all scheduled Beach Programs and Events as per the event regulations, regularly reviewing and documenting for improvements.
- Manage, educate and develop the skills of competition staff and volunteers to deliver sustainable international standard volleyball events.
- Review, develop and implement effective systems, processes and documentation to create sustainable high quality event frameworks for international and domestic events.
- Provide administrative support to the Beach Commission and activate agreed Commission recommendations and outcomes.
- Develop and implement new Beach Volleyball programs and events as opportunities are identified or become available.
- Develop reports for the VA Board, Chief Executive Officer or Annual Report when required.
- Assist the CEO and Events Director in the development of Marketing and Communications Plans.
- Contribute to the review and development of event policies.
- Contribute to the review and development of the National Beach Volleyball Strategic Plan.

Key Relationships

Internal

- Events Director
- VA Chief Executive Officer
- Beach Commission Other VA Event Managers
- VA staff members
- VARC

External

- Member States and Territories
- Oceania Volleyball Federation
- Asian Volleyball Confederation
- FIVB
- Sponsorship and Corporate partners
- Volunteers, Consultants and Promoters

Health and Safety

All VA staff members must ensure a safe and healthy work environment for themselves and your team by complying with and ensuring your team comply with the organisation's health and safety policies, standards practices and programs.



Qualifications, Experience and Competencies

Qualification	<ul style="list-style-type: none">- Sports or Events Management degree / diploma is desirable.
Experience	<ul style="list-style-type: none">- Proven event management experience is essential- Experience in working with or a knowledge of the FIVB structure and operation is essential- A broad knowledge of volleyball is essential
Job specific competency	<ul style="list-style-type: none">- Ability to manage complex operations with a dynamic, medium to high profile sport / event environment- Knowledge or an ability to gain a knowledge of international protocols associated with delivering an international event- Ability to undertake sport specific programming, scheduling and rostering across all programs and events- Financial accountability- Proven people skills- Competent computer skills (Microsoft)
General Competencies	<p>Results Orientation – maintain a strong attention to detail when completing work related tasks, addressing situations, or working through challenges</p> <p>Client Focused – focusing on a person’s ability and motivation to create a positive customer experience, for all event client groups, through the delivery of a high quality service and/ or experience</p> <p>Planning & Organising – focuses on the ability to effectively plan, organise work and set priorities for self and others</p> <p>Team work & Team building – focuses on the ability to build and foster a positive, engaged and change agile team that can achieve organisational, group / individual goals and objectives</p> <p>Decision Making & Problem Solving – focuses on the ability to think “outside the box” to make well informed, effective and timely decisions</p> <p>Event Leadership – focuses on the ability to build, lead, and influence robust, high performing teams; managing conflict and striving to achieve the organisational goals.</p>