

## **Development Officer – Position Description**

### **Development Officer**

#### **Responsible To**

The Development Officer is responsible for identifying and managing sport and club development opportunities and resources for the (Club). The Development Officer is directly responsible to the President and members of (Club).

#### **Tasks**

The Membership Officer should:

- Identify and develop player development pathways to provide members with opportunities for skills development
- Maintain a membership database
- Identify and develop coach development pathways to provide teams with quality coaching
- Maintain a coaching database
- Identify and develop new recruitment or promotional avenues to raise awareness of the Club in the wider community
- Identify and arrange membership drives for increasing membership of the Club
- Work with the executive committee to identify and develop sustainable club practices to support the long-term growth of the Club

#### **Benefits**

Being the Development Officer of the (Club) is an opportunity to contribute to the overall development of the Club. The (Club) committee is a friendly, dedicated team who welcomes new members.

- 100% of expenses reimbursed (e.g. administration and training) related to the role of Development Officer.
- Access to training and development workshops and seminars.
- Opportunity to work in a positive and encouraging environment.
- Discounted Club fees

#### **Knowledge and Skills Required**

Ideally a Membership Officer is someone who:

- Able to allocate regular time periods to plan and support sport and club development events
- Is well informed of all organisation activities.
- Is positive and enthusiastic.
- Be a member of the (Club) and abide by its policies.
- Knowledge of the (Club) operations, rules and policies.
- Access to internet, email, web, MS Word, MS Excel or equivalent/compatible

#### **Appointment terms and Time Commitment Required**

- The Development Officer is appointed for a term of 12 months.
- The estimated time commitment required as the Development Officer of the (Club) is “X” hours per week.
- Attendance at bi-monthly Committee Meetings (approx “1” hours in length).