

POSITION DESCRIPTION

Title	Regional Development Officer – South West & Western Victoria
Department	Golf Development
Location	Flexible
Full Time/Part Time	Full Time
Reports To	Regional Development Manager
Direct Reports	None
Purpose	<p>The Regional Development Officer, South West & Western, will work directly with clubs/facilities and district associations in their region to:</p> <ul style="list-style-type: none"> • Implement programs within Australian golf's participation pathway • Increase participation and membership within clubs/facilities • Provide support to clubs/facilities within the areas of member recruitment/retention, governance, funding, programs, volunteer strategies, inclusion and female engagement • Increase the quantity and quality of coaches and officials • Accurately record local membership, participation and key club/facility benchmarking data
Key Capabilities / Requirements	<ul style="list-style-type: none"> • 3+ years experience in a game development role within a sporting organisation, or; • 3+ years experience in a sales role outside a sporting organisation • Outstanding communication skills, written and verbal/presentation • Demonstrated experience engaging/influencing with external stakeholders and the ability to form effective working relationships with a varied range of groups and people • Excellent time management skills and task prioritisation across daily, weekly and long-term organisation objectives

	<ul style="list-style-type: none"> • Ability to deal calmly and consistently with conflicting priorities • Strong data entry, word processing and scheduling skills • Comprehensive organisational skills to meet deadlines • Ability to work independently with minimal supervision • A good understanding of the Australian golf landscape • Passion for sport (golf experience not required)
Unique criteria	<ul style="list-style-type: none"> • Significant travel within designated region • Significant periods of work remote from office • Unique work hours. Must be flexible to meet the needs of clubs/facilities
Strategic Outcomes (indicative – to be confirmed during planning cycle)	<ul style="list-style-type: none"> • Establish relationships with clubs, facilities and districts • Increase in Australian golf pathway program take-up and participation across region • Increase in club/facility membership and participation across region • Implementation of club/facility support initiatives throughout region • Assist clubs as required with business planning, membership programs, information technology, volunteer strategies and governance. • Identification of club/facility issues requiring escalation to contractor experts • Conduct Community Instructor PD courses
Major Interactions: Internal	CEO, Regional Development Manager, Golf Development Department, Marketing & Media Staff, Events Staff and other Regional Development Officers.
Major Interactions: External	Golf Australia, Golf Clubs and Facilities, GMA Victoria, Community Instructors, PGA Members, Local Government Area's (LGA's), Regional Sports Assemblies, Regional Sports Academies, District Golf Associations, School Sport Victoria Regional Offices