

## **GAME DEVELOPMENT COORDINATOR**

More than a sport, golf is about opportunities, values, and community. As the State body for amateur golf in Western Australia providing a range of services and programmes to over 300 affiliated golf clubs, GolfWA exists to provide opportunities for people of all walks of life to play, learn and love the game of golf.

Reporting to the Golf Operations Manager, the Game Development Coordinator will be responsible for the below:

### **Key Responsibilities**

- Assist the Golf Operations Manager in the;
  - Preparation and management of the Game Development budget.
  - Preparation of the annual fixtures for the GolfWA Junior Tour, Primary Schools Championship and Secondary Schools Championship.
  - Preparation of reports on Game Development. Reports to focus on statistical data.
- Co-ordinate and oversee the delivery and administration of the Healthway Programs – My Golf in Schools and the Royal Show.
- Deliver the Golf Australia Participation Plan (MYGolf at Club Level, Vision 2025, Get Into Golf, Community Instructor and Inclusion) as well as Sporting Schools
- Develop and maintain links/relationships with relevant staff and volunteers of Golf Clubs in WA, other State bodies and Golf Australia, Healthway, the Department of Local Government, Sport and Cultural Industries and School Sport WA, as well as any other organisation relevant to Game Development.
- Continually review and implement change to improve our Game Development programmes.
- To be GolfWA's representative at Golf Australia Game Development Forums/Meetings.
- Deliver GolfWA's Annual Game Development Forum
- Ensure all sponsor obligations are met with regard to relevant Game Development programmes.
- Assist the Marketing Department with the promotion of all Game Development Programmes and to ensure that the most up to date information is displayed on the Golf WA website relevant to Game Development.
- Assist in maintaining an accurate Golf WA database of MYGolfers and Game Development personnel at clubs.
- Assist in the delivery of MYGolf Schools Program in regional areas
- Ensure GolfWA is compliant with Child Safe Guarding policies

### **ABOUT YOU**

This role is critical to the success of our golfing program and thus applicants need to demonstrate the following essential criteria:

- A strong understanding of event organization and game development
- Outstanding written and verbal communication skills
- Strong IT skills and skills in Microsoft Office products (Word, Excel, PowerPoint & Outlook)
- Initiative and ability to work autonomously within a small but passionate, dedicated team
- Due to the nature of this position, ability to work weekends on occasion
- Current Working With Children Check
- Knowledge of, and interest in golf

If you believe you have the necessary attributes for this role, please forward your application addressing relevant criteria and experience to The Chief Executive GolfWA, by e-mail to [admin@golfwa.org.au](mailto:admin@golfwa.org.au) by Friday 22<sup>nd</sup> January, 2021. Salary to be negotiated with the successful candidate.