

HIGH PERFORMANCE COORDINATOR (0.8)

As the High Performance Coordinator, you will be challenged to continue the growth and success of the current High Performance Strategies, through the identification, selection and long-term development of golfing athletes within the High Performance Program at GolfWA, together with applying your own initiatives and experience within this arena.

Reporting to and working closely with the Golf Operations Manager, you will be responsible for the below:

- Preparation and management of the High Performance Budget.
- Annual review of the High Performance Programme and pathway.
- Annual review of the State Selection Policy.
- Appointment of State Coaches.
- Appointment of State Team Managers.
- Preparation of reports on High Performance.
- Develop and maintain links/relationships with relevant staff, coaches, volunteers and players within Golf WA, WA Golf Clubs and Golf Australia Department of Local Government, Sport & Cultural Industries and School Sport WA, as well as any other organisation relevant to High Performance.
- Ensure that the High Performance Programme and pathway is being met.
- Ensure that the requirements of the State Selection Policy is being met.
- Accurate recording of assistance, training costs etc that HP athletes are entitled to
- In conjunction with the State Coaches ensure a comprehensive and relevant State Team programme is developed.
- Maintain accurate records on each player in the High Performance Programme.
- In conjunction with the relevant Golf WA service providers organise and attend mini camps.
- Ensure all players, coaches and managers are adhering to their contracts/agreements.
- Ensure all sponsor obligations relative to High Performance are being met.
- Ensure the High Performance section of the Golf WA website is up to date and relevant.
- Ensure the database of High Performance contacts are up to date.
- Attend DLGS&CI and GA HP Leaders forums/meetings.
- Ensure that State Team arrangements are in order.
- Attend various State Team programme sessions as agreed by the Golf Operations Manager.
- Identify talented golfers not currently in the HP Programme e.g ACE
- Authorising of invoices
- Compile the Junior Stroke Averages
- Assist the Golf Operations Manager and Events & Tournament Officer in the conduct of events

Key Attributes

- Outstanding organisational, written and verbal communication skills
- A strong understanding of what is required to identify and produce elite and talented golf athletes.
- Excellent computer skills and the use of database systems
- Initiative and ability to work autonomously within a small but passionate, dedicated team
- Proven track record in a similar role
- Knowledge of, and interest in golf, would be advantageous

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 by Friday 22nd January 2021. Salary to be negotiated with the successful candidate.