



## Taekwondo Australia Limited

ACN 139 237 522

### **Western Australia State Coordinator - Coach Education and Accreditation**

#### **PRIMARY JOB PURPOSE**

In co-operation with the general framework of Taekwondo Australia National Coaching Program implement and manage a delivery of Coach Accreditation programs for the sport of Taekwondo at State level in line with both State and TA's Strategic plan.

This includes liaison with National Coaching and Officiating Accreditations Manager and Affiliated State or Territory Association as well with all the Coaches and Officials. The role reports to the National Coaching and Officiating Accreditations Manager and may be asked to assist with various Committees and programs at State level.

#### **JOB RESPONSIBILITIES**

1. In liaison with the National Coaching and Officiating Accreditations Manager, State Referee, Coaching and/or Sport Committee manage, conduct and oversee delivery of the Coaching accreditation programs within the State.
2. Prepare and manage the budget for each course delivered, and provide financial and overall course information to the National Coaching and Officiating Accreditations Manager.
3. Provide feedback to the National Coaching and Officiating Accreditations Manager regarding course syllabus content and delivery issues.
4. Assist the National Coaching and Officiating Accreditations Manager to develop suitably qualified presenters and assessors for provision of accreditation courses within the State.
5. Assisted by the National Coaching and Officiating Accreditations Manager, assess applications for recognition of prior learning for coaching accreditations.
6. Liaise with National Coaching and Officiating Accreditations Manager as required for investigation and hearings related to appropriate code of conduct breach complaints.
7. Provide reports as required to the National Coaching and Officiating Accreditations Manager and State Body.
8. Develop an annual work plan for the proposed course programs.



## ISSUES AND CHALLENGES

1. Develop effective working relationships with National Coaching and Officiating Accreditations Manager and key internal stakeholders including the State Coaching and Officiating Committees, Head instructors, etc.
2. Balance ongoing demands and plan coaching course schedule at the State level within set time frames.
3. Coordinate and provide feedback to course assessors and presenters at State level to ensure the highest standards of delivery of coaching courses.
4. In conjunction with National Coaching and Officiating Accreditation Manager maintain an up-to-date knowledge of course presentation materials and relevant sports policies.
5. Ensure that National Coaching and Officiating Accreditation Manager is informed of any State-based structural or other changes to ensure that all programs remain current and appropriate.

## DECISION MAKING AND ACCOUNTABILITY

1. The State Coordinator is responsible for the delivery of the accreditations program within the state, in conjunction with the appropriate functional committees.
2. The State Coordinator works with National Coaching and Officiating Accreditation Manager and is accountable for management of course information, applicant's forms and funds in relation to courses delivered.
3. The State Coordinator is responsible for the timely submission of quality reports to National Coach and Officiating Accreditations Manager and/or CEO as required.

**The State Coordinator is responsible to National Coaching and Officiating Accreditations Manager.**

**This position is an ongoing role with unspecified hours. Remuneration will be based on course management and delivery. It is an ongoing contract with annual position review. Normal "out of pocket" expenses will be met.**

## KEY PERFORMANCE INDICATORS

1. Achieve anticipated yearly plan schedule on time and within budget, including excellent course participation numbers.
2. Effective management, including planning and implementation of the Coach Accreditation Program.



3. Post-event submission of the course outcome and of evaluation report to National Coach and Officiating Accreditation Manager is required.

## **SELECTION CRITERIA**

### *Essential*

1. Highly developed interpersonal, written and oral communications skills.
2. Experience in / or knowledge of the processes for delivery of Coaching courses and comparable education workshops.
3. Experience in budget management.

### *Preferred*

4. An ability to deliver modules within accreditation courses (particularly within the Coaching accreditation courses)

## **CLOSING DATE**

Applications Close 5pm Friday, 15 January 2010 (all applications are to be submitted by either post or email)

## **SUBMISSION OF APPLICATIONS**

Applications addressing the above criteria including CV are to be received no later than 15 January 2010 by National Coaching and Officiating Accreditations Manager, Zarko Mikulic  
Postal address: PO Box 4056 Kogarah Bay, NSW 2217.  
Email: [ta.ncas@bigpond.com](mailto:ta.ncas@bigpond.com)

*Please note that applications received after this date will not be considered.*

## **ENQUIRIES**

Enquiries in regard to the position may be made to the National Coaching and Officiating Accreditations Manager, Zarko Mikulic on 0404 856 460 or via email [ta.ncas@bigpond.com](mailto:ta.ncas@bigpond.com)