

Overview

PaddleNSW is the peak state body for paddlesports in NSW and ACT with our history streaming back to 1949. PaddleNSW is affiliated with Paddle Australia (PA) and through PA to the International Canoe Federation (ICF). The PaddleNSW office is located at Sydney Olympic Park.

Activities conducted by PaddleNSW include various paddlesport events and series (eg Sprint, Marathon, Harbour Racing, Canoe Polo, Slalom), education courses, environment activities and iconic events such as the Myall Classic, an annual ultra-marathon event.

Currently, each state paddlesport series is managed by a volunteer committee and comprises events hosted by member clubs of PaddleNSW. The paddlesport committees report through the CEO to the Board.

PaddleNSW has just over 2,200 members, many of whom volunteer to assist with the conduct of events. With such a reliance on our valued volunteer workforce, inefficiencies may occur in volunteer management, event scheduling, licence application processes and equipment management and coordination. The appointment of an Event Coordinator (EC) is intended to minimise those inefficiencies.

Events are primarily conducted on weekends, with approximately ten (10) events in the Marathon Series over autumn/ winter, six (6) events in Harbour Racing over autumn/ winter, five (5) events in Sprint over spring/ summer and a 10-week Canoe Polo season conducted mid-week often twice or more times annually. Slalom events usually occur in the summer months.

In addition, PaddleNSW conducts the Myall Classic ultra-marathon at Tea Gardens in September each year. This is currently the only annual event run entirely by PaddleNSW and its volunteers.

The PaddleNSW website provides a great reference for the various activities mentioned above.

The EC will report to the Chief Executive Officer, with written reports to be provided to Board meetings (held every second month) as required.

The EC position is a new position within PaddleNSW, so some degree of flexibility will be needed to determine the most suitable working arrangement. While events are conducted on the weekends, it remains the responsibility of host clubs to conduct the events, with the EC providing support and coordination. Therefore, most of the work may occur during normal working hours.

The EC will be instrumental in maintaining a suitable event schedule that supports the respective paddlesport committees, provides transition time between event dates and allows paddlers to compete in several series concurrently if they desire.

Role and responsibilities:

Event Management

- Assist PNSW Committees/ Board to review charters, roles and responsibilities for paddlesports and other event organisers
- Attend paddlesport committee online meetings and take/ distribute minutes as required
- Pre-event: assist the clubs with organisation (but don't take over from the clubs – they need to be clear on what they are still expected to do)
- Assist with licence applications and permits where required
- Prepare annual calendar of events, including EOI documents and comms
- Coordinate EOI responses to suit annual event schedule
- Coordinate volunteer resources
- Document committee policies and procedures; keep the rules and policies up to date

Media & Marketing

- Create PaddleNSW Facebook posts for events
- Follow up post-event re: clubs post their photos and event report
- Develop templates for event documents produced by the clubs so flyer, event guide and briefing have a similar look and feel (develop a style guide)
- Assist PaddleNSW to support sponsors
- Assist clubs to market events with other like-minded water-sport bodies

Event Entry & Results system

- Set up PaddleNSW website and GoMembership for event registration
- Liaise with event timekeepers re: start-lists and the posting of results
- Manage awards/ trophies etc as required

Safety

- Ensure first aid provider and other safety roles are filled appropriately
- Ensure the Risk Assessment is completed and appropriate for each event

Equipment & Assets

- Coordinate equipment transfers (eg IRB safety boats & trailers) - who needs them when and how they are transferred, who is providing temporary storage etc.
- Organise maintenance and repairs to paddlesports equipment (IRBs, trailers and other equipment)
- Maintain the equipment inventory, and document what equipment is distributed and to whom
- Maintain a budget for future equipment acquisition and renewal.

Attendance at events

- The EC won't often be required on-site on event day but should be available if warranted
- The event organiser is in charge of the event/ activity with EC assistance
- Attendance is essential at the Myall Classic (and other direct PaddleNSW managed events)

Remuneration

- The part-time employment position will initially amount to 16hrs/week, over a 48-week year
- The EC's performance will be reviewed after 3 months, and the role shall be continued into a second year subject to satisfactory outcomes
- The base salary is commensurate with the skillset demonstrated, with an upper limit of \$27,000 per annum plus entitlements (superannuation, leave pay, phone call reimbursement etc)
- The working hours can be flexible depending on current event planning requirements

Selection Criteria

Essential:

- Resident of NSW or ACT
- The successful candidate must demonstrate an understanding of event management procedures with a specific focus on competitive events
- The successful applicant will demonstrate IT skills in website management and social media publishing
- Superior experience with Word documents & Excel spreadsheet manipulation
- Ability to work with volunteers and staff to create a supportive and beneficial working environment
- Experience in Risk Management and Assessment processes
- The EC will work primarily from home office, so must access own mobile phone and computer/ device

Desirable:

- An understanding of paddlesports and the competition structure up to national representative level
- Completed (or undertaking) sports management qualification

Induction

- The successful applicant will be mentored by a qualified PaddleNSW volunteer who has extensive event management experience both in paddlesports and the events industry. Over several months, the role will gradually transition to self-management, and be overseen by the CEO.
- The EC will work from home office after initial induction.

Applications

- Applications are now open, and close 5pm, Thursday 26th August 2021
- Applicants should send their resume and a letter covering the selection criteria to: Peter Tate PNSW CEO by email admin@paddlensw.org.au