



Sport Education Presenter - Job description

The **NSW Sports Federation** represents NSW Sporting organisations as the 'voice of sport' and provides advocacy, education, recognition and support for the sports industry in NSW.

One of our key roles is Education. We currently offer 12 different workshops (modules) and when a number of these are combined, they will form our new Certificate of Sports Club Administration. As the NSW Sports Federation is the peak body for sport in NSW, we're hoping this certificate will become a well recognised qualification within the industry.

We're based at the Sydney Olympic Park but would like to offer this certificate and other workshops around Sydney as well as in Regional areas on a more regular basis.

We're therefore looking for Education Presenters to help us deliver our Certificate of Sports Club Administration and other training courses for Sports Clubs and Associations.

The role

This is a casual role where you will be delivering our Certificate of Sports Club Administration. You can choose the night and venue that best suits you and deliver the Certificate to people who work in Sports Clubs in your area over a series of evenings or weekends. Times and days are flexible to suit you and the needs of the participants.

The modules cover:

1. Managing Volunteers
2. Planning your Club's future
3. The role of the Board and running effective meetings
4. Leadership skills and managing change at your Club
5. Writing media releases and sponsorship proposals
6. Writing winning grants
7. Communication skills – working with different ages
8. Resolving conflict in your Club
9. Presentation skills
10. Marketing your Club
11. Harassment, Abuse and Child Protection– the basics your club should know.

Each workshop lasts approx. 2 - 3 hours and you'll be paid a percentage for each evening. There will however have to be a minimum number of attendees at your workshop.

Your role will be to set up the training room, deliver the training and send feedback to us here. If you've got local knowledge of venues to hold the training and/or knowledge of sporting contacts that would be advantageous.

We'll provide you with the materials and training. We may also ask you if you'd be available to run one-off workshops for sports Clubs as and when necessary.

We're looking specifically for people who are engaging, interesting and can deliver training to our high standards. We've built a reputation of delivering workshops that are interactive, relevant and fun and we'd like to keep it that way!

We're looking for experienced presenters that hold a Cert IV in Workplace Training & Assessment (or equivalent) who can add a level of credibility to the workshops that you will be presenting on behalf of the NSW Sports Federation. We'll also need you to be impartial regarding your favourite sport because you'll be delivering training to people from a wide variety of sports and clubs in your local area.

We're looking for two people in each of these areas:

- Armidale
- Coffs Harbour
- Dubbo
- Lismore
- Newcastle / Central Coast
- Orange
- Sydney – all areas
- Tamworth
- Port Macquarie
- Wagga Wagga
- Wollongong

If you'd be interested in being part of our team, please fill in the **expression of interest** form and send a resume (no more than 3 pages please) to julie.stafford@sportnsw.com.au and we'll be in touch. The closing date is 4th November.

Thanks and we look forward to hearing from you,

Julie Stafford

Education Manager