



CLUB DEVELOPMENT OFFICER JOB DESCRIPTION

APPOINTMENT

The Club Development Officer is a voluntary officer of Croquet Victoria, appointed by the Council of Croquet Victoria at the meeting following the Annual General Meeting, for a two year term.

SUPERVISION

The Club Development Officer reports to the Council of Croquet Victoria at least twice a year, via the Secretary. Reports are to include details of activities and expenditure.

It is envisaged that out of pocket costs such as travel and accommodation will be reimbursed in line with current Croquet Victoria policy, subject to the budget approved for the position.

DUTIES

- 1 Work with Croquet Victoria affiliated clubs to help them strengthen their membership base and overall functionality.
 - Help clubs to identify their needs, to develop and implement strategies to meet those needs and to identify relevant sources of funding.
 - Liaise with individual clubs to provide them with a conduit to Croquet Victoria for open dialogue.
 - Connect local leaders (particularly women) with opportunities to contribute to Council discussions and decisions, including options for joining working groups
 - Facilitate discussions to develop partnerships between clubs.
 - Create links between clubs, Regional Associations and key agencies in the state, such as regional Sports Councils.
 - Ensure that Croquet Victoria is well briefed on the challenges facing local clubs.
 - Ensure clubs are well briefed on Croquet Victoria's activities, services and plans, and the challenges Croquet Victoria faces.
 - Use and develop online communication and resources for clubs.
- 2 Bring together and lead a group of members to collaborate in this work.
- 3 Provide the Treasurer an initial budget within 2 months of appointment, with any variation from the previously approved amount to be submitted to Council for approval. Subsequently, submit an annual budget for consideration as part of the Croquet Victoria annual budget.

SKILLS AND ACTIVITIES

1 Meetings

The Club Development Officer is expected to be available to travel throughout Croquet Victoria, and to run meetings at a distance via computer technology.

2 Facilitation

The Club Development Officer is expected to be able to listen to and support others and to collaborate effectively with a diverse range of stakeholders.

3 Experience

The Club Development Officer is expected to be familiar with relevant initiatives and structures, for instance



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- the scope and work of Sports Assemblies and local government,
- the challenges facing small sporting clubs
- community development practices
- the development of an effective interface between different levels of governance.

RESOURCES

It is envisaged that costs associated with the position will initially be found from the Strategic Plan section of the Foundation Funding project which has been funded by the Together More Active grant.

AUTHORISATION

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Victorian Croquet Association Inc