



EVENTS & COMMUNICATIONS MANAGER POSITION DESCRIPTION

Job Title:	Events & Communications Manager
Organisation:	Badminton Australia
Reports to:	Chief Executive Officer
Contract Term:	Fixed Term contract - Initial 3 year period - \$75k-\$85k per annum plus superannuation
Location:	BA Head Office (Sports House, MSAC)
Hours:	Full time – an average of 38 hours per week

Environment

Badminton Australia is the peak body for the sport of Badminton within Australia. Affiliated with the Badminton World Federation (BWF), Australian Olympic Committee, Commonwealth Games Australia and Para-Australia, it leads and develops the sport of Badminton across the country in partnership with its member State/Territory Sporting Organisations. Badminton has the unique position of being both an Olympic and Commonwealth Games sport and has over 350,000 participants and over 15,000 members across Australia. Key functions of Badminton Australia include the operation of a High-Performance Program, based in Melbourne, which is largely funded by Sport Australia, manages four international tournaments and four national events. It also oversees participation, coach and technical official education along with player development. Badminton Australia has a small group of key staff who are predominantly based out of the Melbourne Headquarters.

Child Safety

As part of your role, you may be working with children and young people or making important decisions that will affect them. It is your obligation to always ensure their safety and report any concerns that you have, in line with BA's commitment to child safety. You will be required to regularly provide the necessary working with children, police records and reference checks. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

Primary Job Purpose

The role has a focus on two areas:

- manage, implement, develop and grow badminton events across Australia by leading and working with the Badminton community
- co-ordinate the development and delivery of the Badminton Australia website, E-newsletters, social media, other promotional materials and other duties as required.



Job Responsibilities

Events – The role will be responsible for the management of the day to day requirements for national badminton events in Australia. This includes but not limited to:

- Oversight of the senior national championships; U13, U15, U17, U19 events and school national championships and act as the event Director where required
- Where Badminton Australia is responsible manage the use of students, volunteers, casuals and contractors in the delivery of events
- Oversight and where required take on the role of Event Director for Badminton Australia BWF approved 'Internationals'
- Support the CEO and Event Director for the planning and delivery of the Australian Badminton Open
- Be responsible for the development of a template event operational plan and the use of this plan for event deliverers
- Other duties as required to ensure the success of Badminton Australia and events

Communications - To co-ordinate the development and delivery of the Badminton Australia website, E-newsletters, social media, other promotional materials and other duties as required including.

- To develop and place Digital Content (DC) on BA communication channels (ie Website, e-newsletter, Facebook, Instagram, Youtube, linked in etc)
- Develop BA monthly newsletters– current distribution 20,000 people – and placed on communication channels
- Update the BA website as required
- From time to time construct press releases based on information provided from BA staff as needed
- Low level desk top publishing design where required – through Canva/photoshop
- Other tasks as required by Badminton Australia

Additional responsibilities:

- Cultivate positive relationships with key stakeholders, BA members, Australian Institute of Sport, International Federations and State & Territory Sporting Organizations.
- Commit to ongoing professional development to further enhance and improve knowledge.
- Adhere to BA's values, behaviours and Sport Integrity policies.

Special Requirements

- Travel will be an important part of this role, as well as working outside of regular hours on a regular basis

Qualifications & Experiences

- Minimum Bachelor of Sport Management/Administration/Marketing or equivalent experience
- Experience working in sport events & sports marketing

The Person

- Experience of working within a high achieving multi-disciplinary team within a performance environment
- Determined individual who is prepared to relentlessly pursue success
- Capability to maximise the skills and experiences of people around them
- Able to energise and bring people together focussed on our strategic objectives
- Ability to be flexible and manage workload within the available time
- Excellent interpersonal skills and the ability to develop positive internal and external relationships at all levels

