



## **PARTICIPATION AND DEVELOPMENT OFFICER** **SELECTION CRITERIA**

### **ESSENTIAL**

1. Sound written communication, interpersonal and customer service skills.
2. Demonstrated skills in planning, organising and managing programs.
3. Sound time management and organisational skills to plan and prioritise work.
4. Experience in developing and obtaining proposals that support community initiatives.
5. Demonstrated experience coordinating staff and/or volunteers.
6. Proven record of delivering training programs

### **DESIRABLE**

1. Experience working in a sporting body or similar organisation.
2. Experience in developing partnerships that support community sporting outcomes.
3. Proven outcomes working with Aboriginal or CaLD communities.
4. Played or coached a high level of softball.

### **OTHER REQUIREMENTS**

- Current 'C' class driver's licence
- Must be flexible to work some irregular hours/weekends
- Must hold a Working With Children Card
- Must be able to travel interstate or intrastate