

## POSITION DESCRIPTION

**Title:** VAF Development Manager

**Reporting to:** VAF Finance and HR and VAF Executive

**Location:** Efate

**Duration:** 12 months (renewable)

**Salary:** 1,000,000-1,500,000 million vatu/year \*Possibility to expand salary band if additional projects come on board

## VANUATU AQUATICS FEDERATION

Vanuatu Aquatics Federation is the FINA national governing body in Vanuatu and oversees FINA disciplines (swimming, open water, water polo, diving and synchronised swimming). It is the primary mission of the VAF to develop and promote swimming as both a recreational and competitive sport throughout the country.

In its early stages, the VAF recognises that the key to developing a solid foundation is to develop the grassroots of the sports; to encourage ni-Vanuatu children throughout the islands to participate in swimming for fun as well as competition. To reflect this grassroots development, the VAF has developed an initial 5 year strategic plan that focuses on three core objectives:

- **Development** of swimming as a healthy sporting activity. This includes the creation of training materials, swim curriculum for PE in schools and supporting the start up of local swim clubs that will become members of the VAF.
- **Competition** at local and provincial level. This includes setting up open water races, local swim meets as well as provincial swim leagues that are officiated by the VAF and recognised by the international swimming federation, FINA.
- **Sustainability** of the VAF and its resources. This includes ensuring that the VAF is performing to meet its objectives, is accountable to its members and sponsors, and is managing its resources as effectively as possible.

## KEY PURPOSE OF POSITION

The overall goal of Vanuatu Aquatics Federation is to provide the opportunity for members to develop the life skill of swimming in an open and supportive environment. The grassroots program will focus on developing learn to swim programs and swim clubs on the island of Efate and its offshore islands.

Vanuatu Aquatics Federation adopts the following multi-level strategies to achieve its goal:

- Encouraging children and young people to participate in swimming programs that incorporate safety and life skills development
- Supporting village swim instructors and school teachers in developing their own learn to swim programs and club competitions
- Providing training courses to increase local knowledge of swim instruction, water safety and surf life saving
- Engaging provincial education and sports development officers, VASANOC, and other stakeholders in the implementation of programs.

To achieve this goal, the position of the Development Coordinator will:

- Using special grants workplans, implement programs according to funding allocations
- Manage a team of 3-7 people, tracking their performance
- Deliver train the trainer courses to swim instructor and water polo volunteer coach candidates across Vanuatu, providing equal opportunity to all
- Mentor trainees in communities and schools so they can eventually deliver their own programs
- Manage the logistic operations of the outreach program and training programs, setting up agreements with new schools and communities
- Manage a roster of swim instructors to deliver program, ensuring that everyone is delivering to high quality
- Engage communities in discussions and continued lesson learning and improvements of outreach programs
- Manage school swimming programs
- Oversee the running of the VAF pool venue and events venue, ensuring they are safe and accessible to people with disability, women and girls

## **PERSON SPECIFICATION**

### **Skills/Abilities:**

- Ability to communicate with a wide range of people
- Ability to motivate, mentor, and lead others to achieve their full potential
- Strong capacity building skills (can empower other staff)
- Good planning and organisational skills
- Can think outside the box
- Thinks fairly
- Ability to produce accurate and timely reports
- Good people management skills
- Good computer skills, including the use of Microsoft Office (excel, word, powerpoint)
- Always on time
- Understands pool maintenance
- Walks the talk, leads by example
- Can manage emails time efficiently

### **Knowledge/Experience:**

- At least 2 years experience in managing swim instructors
- 1 years experience in maintaining pools
- 1 years experience in running swim carnivals
- 2 years experience mentoring individuals and/or groups.
- 3 years experience in implementing community programs
- 2 years experience in building and maintaining effective relationships.
- 2+ years in managing people

### **Qualifications/Accreditations:**

- Let's Swim Instructor Training
- Valid First Aid and CPR Certificates
- Police clearance and 3 character references about working with children
- Presenter/Assessor training (desired)
- Minimum of Year 12 completion (desired)

### **Personal Behaviours & Attributes:**

- Displays commitment to VAF's purpose and values in all interactions.
- Behaves in an honest and trustworthy manner, treats others fairly, maintains high levels of confidentiality, and is open about one's own misjudgments or mistakes.
- Displays a high level of attention to detail
- Displays commitment to safety and swimming
- Ability to work with limited resources

**Terms and Conditions:**

- Employment is by way of a contractual agreement between VAF and the employee
- Employees must sign VAF's Child Protection Policy and Code of Conduct.
- Some out-of-hours work may be required in this position for swim carnivals and competitions (weekends)
- Ongoing performance will be measured against KPI's, values and demonstrated behaviours outlined above.
- Travel around Efate is required in this position.

Submit your CV to [swimming@vanuatuathletics.com](mailto:swimming@vanuatuathletics.com) by 19<sup>th</sup> May