



## **Contractor Position**

### **SERVICES DESCRIPTION – EVENTS**

**TITLE:** Events and Communication

**REPORTS TO:** Executive Officer

#### **PURPOSE OF SERVICE**

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Support the Fencing Western Australia (FWA) with the delivery of the FWA Strategic Plan outcomes and actions as outlined in the operational plan.

The position's key purpose will be.

- Administrating FWA State Events and fostering opportunities for Fencing in WA.
- Providing event administration and event membership support.

#### **KEY SERVICES**

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##### Event Planning and Coordination

- Prepare the annual event calendar in collaboration with the Events Committee as part of the FWA Calendar development.
- Secure and book event venues.
- Make sure the event actuals are aligned with the budget and carry out event-related stock take.
- Collaborate closely with the FWA Events Committee to align yearly event strategies and plans.



### Administration of Events

- Facilitate event communication to the Event Committee, Tournament Director, members, participants, staff, and volunteers as required.
- Collaborate with the Event Committee & Tournament Director on event preparation, reviewing event processes, frameworks, and policies, implementing necessary changes for improved efficiency and effectiveness.
- Liaise with the clubs over the appointment of Tournament Directors for each event.
- Assist with the continued implementations of the event volunteer handbook with roles and responsibilities.
- Set up event registration, payments and ensure registrations for all participants.
- Handle all administrative tasks associated with the event execution and registrations.
- Develop and implement the use of event checklists and processes.
- Engage in marketing initiatives to promote events and ensure their success.
- Conduct stock takes and maintaining an accurate event asset register.
- Generate and manage the Event Draws and Schedule

### Event Administration

- Provide administrative services and support as required for FWA initiatives.
- Manage inquiries, update websites and social media, and maintain relevant registers.
- Communicate to the membership as required.
- Reporting as required, including operational reports for the Board and or stakeholders.
- Support the submission, delivery and acquittal of grants as required.

### General

When providing a service as a contractor for FWA the following general conditions apply.

- Attend courses and workshops as required.
- Must comply with all policies and procedures.
- Implement the policies and procedures.
- Ensure programs, products and services are consistently presented in a strong positive image to the public and relevant stakeholders.
- As required, attend events, workshops and meetings.
- Other duties as determined by the Executive Officer and or President from time to time



### KEY INTERACTIONS

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- Executive Officer
- Administrators
- Clubs, volunteers and members
- Stakeholders
- Board Members

### General Note

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- This is a contracted position, and the services may change as the outcomes of the operational plan change. Any changes to the services within the current contract will be upon a mutual agreement with the contractor and the FWA.
- It may become necessary to modify/change the services from time to time.

### SKILLS AND COMPETENCIES REQUIRED

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#### Communication

- Speaking Effectively:
  - Is a very skilled communicator and can shape the conversation to suit the audience.
- Writing Effectively:
  - Ensures key messages are portrayed through accurate reporting and documentation.

#### Teamwork

- Fosters Teamwork:
  - Is a strong collaborator driven to work hard as an individual to ensure the group's success.

#### Honesty & Integrity

- Can follow through on the commitments while modelling the values of the organisation.

#### Diversity:

- Promotes respect for diversity and the importance of culturally appropriate behaviours.

#### Initiative & Enterprise

- Takes the initiative:
  - Consistently looks for opportunities to improve programs and processes and can effect change without assistance from others.
  - Solving Problems:
    - Can anticipate problems and ways to solve them. Encourages others to seek out the appropriate ways to solve problems.



### Planning & Organising

- Planning:
  - Initiative-taking and able to identify what is needed to plan for projects and broader goals successfully.
- Managing Work:
  - Highly motivated and able to manage their workload, adjusting their plans where necessary to ensure that outcomes are achieved.

### **ESSENTIAL CRITERIA**

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- Demonstrated experience in communication, development or sports administration.
- Demonstrated experience working with volunteers in a not-for-profit environment.
- A passion for the sport.
- Strong communication skills and ability to elicit cooperation from and work with a range of people.
- The ability to plan, prioritise work and maximise the use of internal and external resources to achieve outcomes.
- Independent worker that can also work in a team environment.
- WWC Card

### **CONTRACTED POSITION**

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- 12 month contracted position with the potential to extend.
- ABN required.
- Public liability insurance is required.
- 49 hours per month
- \$22,406 per year
- Own office space and tools

### **HOW TO APPLY**

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Please send a cover letter outlining your experience and CV to the Executive Officer at [fencingwaexecutive@gmail.com](mailto:fencingwaexecutive@gmail.com) by Monday 25 January 2025

#### **Enquiries**

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