



## **ITTF-Oceania**

### **HIGH PERFORMANCE OFFICER**

#### **Job Description**

**JOB TITLE:** High Performance Officer

**JOB TYPE:** Full-time

**WAGES:** The High Performance Officer will be paid a gross annual salary of AU\$ 55,000 plus performance-related bonuses and commissions from new sponsorship agreements, with all pension (superannuation), tax & medical requirements to be the responsibility of the successful applicant. Travel and related living expenses will also be provided.

**LOCATION:** The position will be home-based within the Oceania region, with the Gold Coast or Brisbane as the preferred locations. Extensive international travel is required, and applicants should be willing to work as necessary rather than regular office hours.

**MANAGER:** The High Performance Officer will report to the Executive Director.

**MAIN RESPONSIBILITY:** To provide strong pathways for players, coaches, officials and administrators to transition from community to high performance. Courses can be held for Coach Education, Umpire Education, Administration Education, Training Camps, Competition Organisation or to Development of a National Sports System.

#### **DUTIES:**

- Increase high performance coaches & officials in the Oceania region, through the ITTF Coach Accreditation Scheme pathways.
- Increase the opportunities and pathways for athletes to develop through the ITTF Hopes Program, ITTF Rough Diamonds Program, and other ITTF Training Camp initiatives, as well as liaise with National Associations to assist with athlete training programs.
- Provide scholarships and professional environments for talented athletes.
- Develop a structured table tennis program to be implemented in schools.
- Liaise with equipment suppliers and sponsors to ensure that Member Associations receive assistance in the form of equipment packages.
- Manage the ITTF-Oceania Development Program to ensure a maximum number of courses and activities take place on an annual basis. The majority of courses will be conducted by the High Performance Officer, however in some instances other ITTF Experts will be contracted to undertake courses/activities, and the implementation of these courses will be managed by the High Performance Officer.
- Manage budgets and all expenses related to the delivery and implementation of the ITTF-Oceania Development Program.
- Secure and service grants under Olympic Solidarity, and assist Member Associations with their submissions for Olympic Solidarity.
- Submit post-visit “ITTF Development Project Expert Reports”, quarterly progress reports



to the Executive Director and annual reports to ITTF-Oceania, ONOC, Olympic Solidarity and ITTF.

- Liaise with local councils and governments for financial support.
- Other duties as required by the ITTF-Oceania Executive Director.

#### **SELECTION CRITERIA:**

Candidates for the position of High Performance Officer should demonstrate:

##### **Essential Criteria**

- Relevant tertiary education in Sports Management and/or Business;
- Experience as a National Team Coach and/or Player;
- Experience working with, and developing young athletes;
- Experience coordinating or delivering coaching courses and training camps;
- Experience working with volunteers, casual and part-time staff;
- Excellent communication, presentation and interpersonal skills;
- Strong organisational skills and a demonstrated ability to manage budgets and multiple projects;
- Ability to work autonomously and as part of a team;
- Proven ability to build rapport with wide range of stakeholders; &
- Sound Microsoft Office and Google Suite skills.

##### **Desirable Criteria**

- Experience working with athletes with disability;
- Experience living or working in Pacific Island Countries or developing countries; &
- Fluency in French.

Please forward your CV with a cover letter addressing the selection criteria to Christian Holtz (ITTF-Oceania Executive Director) at [choltz@ittfoceania.com](mailto:choltz@ittfoceania.com).