



## **ITTF-Oceania HIGH PERFORMANCE AND DEVELOPMENT MANAGER**

### **Job Description**

**JOB TITLE:** High Performance and Development Manager

**JOB TYPE:** Full-time, two-year contract

**LOCATION:** The primary location will be the employee's home office. Extensive international travel is required, and applicants should be willing to work as necessary rather than regular office hours.

**MANAGER:** ITTF-Oceania General Manager.

**MAIN RESPONSIBILITY:** To provide strong pathways for players, coaches, officials and administrators to transition from community to high performance. To increase the capacity of National Associations to deliver inclusive participation programs.

#### **OTHER 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.
- 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 and Development Manager, however in some instances other ITTF Experts and experienced local players will be contracted to undertake courses/activities, and the implementation of these courses will be managed by the High Performance and Development Manager .
- 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 ITTF-Oceania General Manager and annual reports to ITTF-Oceania, ONOC, Olympic Solidarity and ITTF.
- Manage the successful implementation of the Smash Down Barriers program in targeted Pacific Island Countries. Support development personnel on a contractor basis to assist with the Smash Down Barriers program and other development programs throughout the region. The High



Performance and Development Manager will assist and oversee the work carried out by these contractors in High Performance & Development.

- Promote inclusion & active healthy lifestyles through schools, disability organisations & community engagement activities.
- Enable participation through community groups & disability organisations with the provision of ITTF coach education courses.
- Liaise with local councils and governments for financial support.
- Other duties as required by the ITTF-Oceania General Manager and/or the ITTF-Oceania Management Committee.

### **SELECTION CRITERIA:**

Candidates for the position of High Performance and Development Manager 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 living and/or working within Oceania or other developing countries;
- Experience working with people with disability;
- 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**

- Table tennis experience as a player or coach;
- Experience working with athletes with disability;
- Experience living or working in Pacific Island Countries or developing countries; &
- Fluency in English and French.