

Para-archery Coordinator



Rationale

Para-archery in the Oceania region is in need of development. As part of World Archery Oceania's (WAO) mission to **"provide leadership and assistance to facilitate the development of archery"** WAO have created the role of Para-archery Coordinator.

The purpose of this role is to aid the WAO Executive Committee, WAO Member Associations (MAs), the Development Officer and, where needed, World Archery (WA), in the development and implementation of new Para-archery focussed policies, programs and events for the region.

The Para-archery Coordinator will advise and report to the WAO Executive Committee and the WA Para-archery Committee.

Role behaviors, objectives and responsibilities

The successful candidate will:

- ❖ Communicate in a respectful and concise way with all parties they are involved with, as well as being able to build new working relationships with a wide variety of groups across the region;
- ❖ Aid the WAO Executive Committee in their mission to grow Para-archery in the region;
- ❖ Follow all WAO policies and procedures where applicable;
- ❖ Act in a fair and equitable way to all MAs of WAO;
- ❖ Help to improve the competition availability locally and in the region and assist in the improvement of results amongst the Para-archers and coaches of the region;
- ❖ Assist our MA's to better connect and communicate with their National Paralympic Committees (NPCs);
- ❖ Help WAO, the Development officer and MAs to seek funding via various sources (IPC, OPC, NPC and various charitable groups);
- ❖ Create and share content for WAO newsletters, website and social media outlets;
- ❖ Communicate over various media e.g. Skype, Whatsapp, Zoom etc.
- ❖ Work to create more classification opportunities and as such work with classifiers committees of the region;

- ❖ Help monitor the standard of Para-archery across Oceania and recommend and implement standards for improvement;
- ❖ Facilitate submissions relating to the WAO Para program for inclusion in the WAO Strategic Development Plan, as required;
- ❖ Provide an annual report to the WAO Executive and a Biannual report for WAO congress.

Some travel may be required depending on available funding.

Application Process

Expressions of interest shall be submitted to:

The Secretary General - World Archery Oceania: Mrs Patsy VERCOE
E-mail: secretary@worldarcheryoceania.org

The closing date for applications shall be:

Friday 17th January 2020 at 5.00pm NZ standard time

Documentation shall include:

- ❖ A letter expressing interest in the position, explaining what contributions to the development of Para-archery in Oceania can be expected;
- ❖ A resume detailing any archery and Para-archery experience as well as appropriate professional experience;

The Secretary General - World Archery Oceania will confirm the successful applicant and notify unsuccessful applicants within 14 days of the closing date for applications.