



POSITION DESCRIPTION

Events and Product Development Officer

Status	Full Time
Department:	Events and Product
Location:	Melbourne Ballpark, Altona Meadows
Reports to:	CEO
Budget Responsibility:	NA
Salary:	Based on experience
About Baseball Victoria	<p>Baseball Victoria is the recognised peak body for the sport of baseball in the Australian state of Victoria. Baseball Victoria is responsible for leading the statewide delivery of baseball through its affiliated associations and leagues.</p> <p>Baseball Victoria is a membership-based sporting organisation that will provide every Victorian with the opportunity to participate in baseball.</p> <p>Baseball Victoria is a not for profit, member-based organisation which is governed by a volunteer Board of Directors.</p>

Primary Purpose of Position
The Events and Product Development Officer is responsible for the successful operation of the VSBL competition and all BV tournaments, providing administrative support and guidance to clubs.

Key Responsibilities
<ul style="list-style-type: none"> • Fixturing of VSBL competition and BV tournaments • Administration of SportsTG ensuring results and fixtures are updated and accurate • Coordination of VSBL team entries • Where required, assist on the assessment of player and coach eligibility matters • Coordination of State Little League tournaments and State Winter Championship tournaments including venue management and fixturing • Train and develop competition and tournament technical officials • Work collaboratively with staff to identify key opportunities for sustainable growth for the leagues and tournaments • Ensure all competition and tournament rules are adhered to • Organise and assist with stakeholder meetings

Key Relationships	
Internally	Externally
<ul style="list-style-type: none"> • CEO • Financial Controller • All other staff 	<ul style="list-style-type: none"> • BV Associations, Charters, and Clubs • VSBL Pennant Committee • VSBL Tribunal • Technical Operations Committee • SportsTG • Local Government Authorities

Qualification and Experience
<ul style="list-style-type: none"> • Relevant tertiary qualification or suitable work experience • Experience in using SportsTG or similar competition management system • Current driver's license • Working With Children Check

Knowledge and Skills
<ul style="list-style-type: none"> • Excellent organisational skills and ability to manage and prioritise tasks • Well-developed planning and program management skills • High degree of attention to detail • Ability to resolve conflicts • Knowledge of sporting culture and issues faced by sporting organisations at community level is an advantage • An understanding of the volunteer workforce and an ability to work within the constraints caused by the nature of that workforce is an advantage • Self-motivated with the ability to work independently • Relationship building and stakeholder management skills • A preparedness to work extended hours including weekends during periods when matches/tournaments are fixtured

For further information, contact Chet Gray: ceo@baseballvictoria.com.au