



Tenpin Performance & Programs Manager

Exciting opportunity to join a progressive, well managed and growing State Sporting Association in Western Australia.

Are you passionate about sport and making a difference? Are you an organised and enthusiastic self-starter who want's the ability to work from home? This could be your ideal role.

Who are we?

Tenpin Bowling Association of Western Australia (TBAWA) is the not-for-profit state sporting association responsible for the governance, development, promotion and delivery of tenpin bowling programs within Western Australia.

Our Vision, Purpose and Values are as follows:

Vision: "A lifetime sport for all Western Australians that enriches people's lives through the spirit of community"

Purpose: "To inspire Western Australians to love tenpin bowling"

Our Values: Inclusivity, Unity, Community, Accessibility, Performance and Fun

The Role

Reporting to the TBAWA President, the TPPM will coordinate the logistics and the operational requirements for the delivery of TBAWA's three key Pathway Programs – the Foundations Program, the Training School and the High-Performance Clinics. The TPPM will also assist with the oversight and management of tenpin bowling's Grass Roots Programs.

The successful candidate will work closely with Senior Coaches and Bowling Centres to ensure the smooth promotion and delivery of the Pathway and Grass Roots Programs and will require a valid Western Australian Working with Children Check.

The position is a 12-month contract position working approximately 30 hours per week. There is a possibility of the contract being extended based on its success and suitable funding being available.



About you

Essential

You will:

- Be highly organised with well-developed time management skills
- Be an outstanding communicator with excellent interpersonal skills and ability to engage, lead and build relationships with a diverse range of stakeholders
- Have excellent written (including report writing) and verbal communication skills
- Have sound business acumen and decision-making skills
- Be able to meet deadlines
- Have good problem-solving ability
- Be able to work flexible hours when required (evenings and weekends) and travel within the greater Perth Metro area
- Have excellent administrative skills and experience across the MS Office environment
- Be a “self-starter” who is able to work independently and in a team environment.

Desirable

Ideally you will have:

- Qualifications and/or experience in business or sport and recreation
- Previous experience in program coordination, delivery and reporting
- Knowledge and experience in obtaining and acquitting funding from State Government
- An understanding of Tenpin Bowling
- An Understanding of a sporting environment and working with volunteers

A copy of the Position Description for this role can be found [Duty Statement - Online](#)



What we provide

As a Member of our sporting community and part of the management team for Tenpin bowling, you will be provided with

- Attractive salary with superannuation for 12 month fix term contract
- Laptop and access to our online framework
- Mobile phone
- Flexible working arrangement
- Fuel Card
- Paid holidays

Application Instructions

If you would like to apply for this position, please:

1. Download and read the full Position Description.
2. Send a covering letter outlining , no more than 2 pages, outlining your relevant experience and suitability to the position and a copy of your CV to – Tara Vetesi TBAWA State Secretary on secretary@tenpinwa.org

If you would like to discuss the position, please call – Sharon McKellar State Treasurer on – 0407300164

Applications close on – 31st July 2021, COB