

2021

**Tenpin Performance & Programs Manager**



**Tahnee Ridley**

**President, TBAWA**

## Contents

1	Duty Statement .....	3
2	Organisation Summary .....	3
3	Job Description .....	4
4	Approval .....	6
5	Document Version History.....	6



## 1 Duty Statement

---

This duty statement is endorsed by the TBAWA board and approved by the TBAWA President. It is a personnel management tool which describes the overall intent or purpose of a position, the tasks to be performed by that position, the purpose or why those tasks are required to be performed, and the manner in which they are performed. Duties outlined here are a guideline and may alter over time to ensure tasks are performed in the overall interest of and for the advancement of the sport.

This duty statement will be reviewed by the Governance and Compliance Officer, or other person appointed by the board, every two years, with any recommended changes presented to the board for approval. Any alterations or feedback should be directed to the board at [info@tenpinwa.org](mailto:info@tenpinwa.org)

## 2 Organisation Summary

---

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

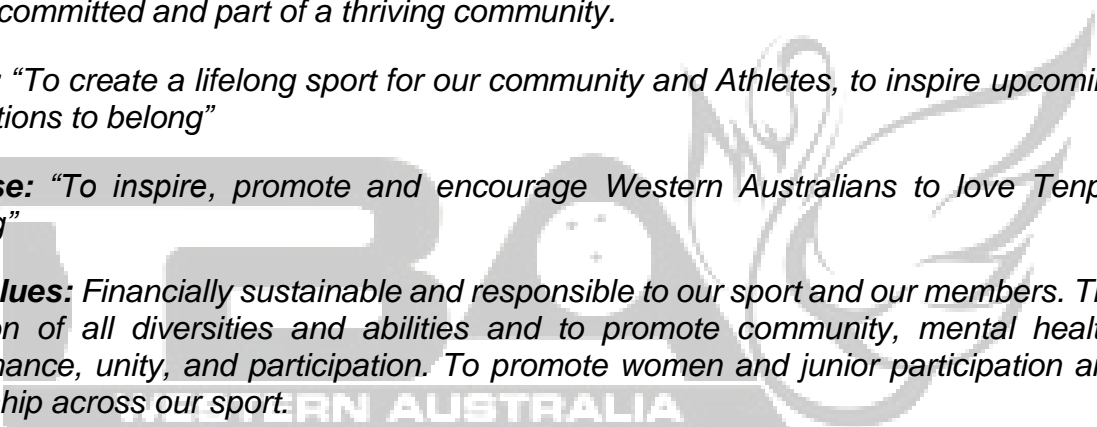
TBAWA's Vision, Purpose and Values are as follows:

**Mission:** *To promote, inspire, and encourage our Athletes and volunteers to be healthy, active, committed and part of a thriving community.*

**Vision:** *"To create a lifelong sport for our community and Athletes, to inspire upcoming generations to belong"*

**Purpose:** *"To inspire, promote and encourage Western Australians to love Tenpin Bowling"*

**Our Values:** *Financially sustainable and responsible to our sport and our members. The inclusion of all diversities and abilities and to promote community, mental health, performance, unity, and participation. To promote women and junior participation and leadership across our sport.*



### 3 Job Description

---



<b>Position / Title</b>	Tenpin Performance & Programs Manager
<b>Reports to</b>	TBAWA President (on behalf of the TBAWA Board)
<b>Location</b>	No fixed location; Home Office
<b>Salary</b>	Yes- paid position

#### Compliance

- Associations Incorporation Act 2015 (WA)
- Department of Sport and Cultural Industries
- Department of Mines, Industry Regulation and Safety
- Department of Child Protection
- Tenpin Bowling Australia Limited Constitution, Policies and Procedures
- Tenpin Bowling Association of Western Australia Constitution, Policies and Processes
- Play by the Rules <https://www.playbytherules.net.au/>
- ASADA <https://www.asada.gov.au/>

#### Position Summary

The TPP 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 TDPM 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.

The position is a 12-month contract position working approximately 30 hours per week.

#### Qualifications, Knowledge and Experience

- No formal qualifications are essential for this position. Desirable qualifications are specified in the Criteria below.
- Knowledge and Experience required for the position is specified in the Criteria.

## Key Responsibilities

- 1. Management/Administration:** Manage and administer all aspects of the Pathway Programs to ensure their successful delivery including booking of venues/lanes, liaising with venues, suppliers, Senior Coaches and Pathway Program participants. Collection and collation of participant data for use in monthly reports. Attendance at initial Program sessions to gain an understanding of the Programs. Assist with oversight and management of the delivery of tenpin bowling grass roots programs. Assist, when necessary, with administrative functions of the TBAWA Board.
- 2. Promotion:** Develop and publish Pathway Program promotional/marketing material through various channels to raise awareness of the Programs and encourage participants to enrol in and undertake the Programs.
- 3. Resource Development:** In conjunction with the TBAWA Board and Senior Coaches, develop coaching and participant resources for each of the Pathways Programs, including Training School Curriculum, and make these readily available for coaches and participants.
- 4. Communication:** During the allocated hours per week, be the primary contact for TBAWA Pathway Programs and grass roots programs. Ensure accurate and timely communication on all aspects of the Programs to key stakeholders and deliver excellent customer service.
- 5. Reporting:** Prepare monthly reports to the TBAWA Board on the progress of each of the Pathway and Grass Roots Programs and collect statistical data from the coaches once the program is implemented to show our participation figures to Local Government, Sport and Cultural Industries (LGSCI), the main sponsor of this program.
- 6. Stakeholder Engagement:** Engage in key stakeholders to promote, report, and manage the implementation of the development pathways from grass roots to high performance

## Essential Criteria


- Highly organised with well-developed time management skills
- Outstanding communicator with excellent interpersonal skills and ability to engage, lead and build relationships with a diverse range of stakeholders
- Excellent written (including report writing) and verbal communication skills
- Sound business acumen and decision-making skills
- Ability to meet deadlines
- Problem-solving ability
- Ability to work flexible hours when required (evenings and weekends) and travel within the greater Perth Metro area
- Administrative skills and experience across the MS Office environment
- A “self-starter” who can work independently and in a team environment

## Desirable Criteria

- Qualifications and/or experience in business administration and/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
- Understanding of a sporting environment and working with volunteers
- Understanding and knowledge of using SharePoint or Content Manager systems requiring the use of a metadata card.

## 4 Approval

---

Name:	Tahnee Ridley		
Position title:	TBAWA President		
Signature:		Date:	22/6/2021

## 5 Document Version History

---

Version no	Primary author(s)	Description of version	Date completed
0.1	Tahnee Ridley	Duties created	01/05/2021
0.2	Rick Smith – Consultant	Initial draft and work up	15/6/2021
1.0	Tahnee Ridley	Reviewed and approved	22/6/2021

