



National Education Manager

The EFA National Education Manager (NEM) holds a challenging key position in the Sport. Its primary responsibility is to provide coaches, officials and “ordinary” members with greater opportunities to develop their skills and to participate in the sport through a structured framework of education, training and accreditation.

The role requires effective participation in a network that includes EFA Branches & affiliated associations, the Australian Sports Commission and other sporting bodies, educational institutions and key agencies.

This role involves coach, official and member education and training, resource development, policy and procedure review and development, and participation in the preparation of the Development plan.

The NEM reports directly to the CEO and has a Sport Consultant as support staff. The NEM is required to work with the NCAS Committee and other relevant National Committees from time to time.

The Job

Primary purpose:

- Facilitate and improve Education programs in equestrian sport
- Assist in managing and implementing the EFA’s Development Plan.

Key development duties:

- Develop, implement and evaluate the Development Plan of the EFA with input from the NCAS Committee.
- Provide advice, leadership and national direction for implementing coaching and development initiatives in equestrian sport.
- Manage and monitor the EFA’s participation in the National Coaching Accreditation Scheme (NCAS) and the National Officiating Accreditation Scheme (NOAS).
- Provide education and training opportunities for coaches in equestrian sport.
- Review and update the syllabus and other resources to train coaches and officials, including Level 1, 2 and 3 syllabus materials.
- Liaise with key agencies such as ANTA to ensure that the sport is kept informed of relevant policies, issues and trends.
- Liaise and consult with ASC Sport Development Group personnel.
- Develop and manage the Education budget.
- Write reports as necessary, including to the ASC, the EFA National Board and the CEO.
- Obtain sponsorship when appropriate.
- Provide and manage secretariat services to the NCAS Committee.
- Develop strategic partnerships with external training providers and other sporting agencies.
- Develop delivery networks for training, in collaboration with the Branches.
- Work with Branch offices to deliver training programs in their areas of responsibility.

Issues and challenges:

- Ensuring a national direction and focus.
- Maintaining effective communication.
- Understanding and responding to the differing needs of the National committees, Branches, Branch committees and other key bodies.
- Keeping up to date with changes in vocational education and training, including changes to policy and funding
- Analysing and implement current educational trends
- Keeping others up-to-date with relevant issues

Key Performance Indicators:

- Positive feedback from National staff and committees, Branches, executive and participants.
- Improved participation in training programs.
- Increase in quality and quantity of EFA-trained coaches and officials.
- Syllabus materials regularly reviewed and updated.
- Increase in quantity of courses held and exams conducted.
- New programs developed to meet industry demand.
- Improved communication with coaches and officials.

The Person

Desired qualifications, skills and knowledge:

- Coaching and/or officiating accreditation, preferably to Certificate IV in Sport level.
- Thorough understanding of and experience in the Vocational Education and Training initiatives.
- Knowledge of national and state government sport and recreation systems.
- Demonstrated competence in written and oral presentation skills, including production of resources such as syllabus materials to ANTA and ASC standards.
- Demonstrated skills in planning and evaluation.
- Demonstrated organisational and communication skills.
- IT competency.
- Demonstrated financial management and budgeting skills.
- Sound judgment in complex situations.

Selection Criteria:

1. Qualifications

- A Sport or Sport-Science or Recreation Industry-related degree is highly desirable. Applicants with other qualifications and/or extensive practical experience will also be considered for the position, such as Certificate IV in Sport.

2. Experience

- Minimum of four years' experience in related field
- Understanding of the NCAS and NCOS programs
- Experience in developing and managing programs and projects (including planning, curriculum design, policy, financial and organisational skills)
- Knowledge and understanding of current educational trends in the broader community, including vocational education and training and on-line education

3. Personal Attributes

- Ability to work as part of a team and independently without supervision
- Ability to relate to grass roots as well as elite level sporting personalities
- Sound presentation skills, including an ability to communicate effectively, both orally and in writing
- Ability to work under pressure
- Sense of humour would be an advantage

Salary and conditions:

This a full-time appointment for the Sydney Office located at Homebush. Salary and conditions will be commensurate with skills and experience.