



Water Polo

NEW SOUTH WALES

Performance Pathways Coordinator

Water Polo
New South Wales

SPORTSPEOPLE
RECRUITMENT



- Support the delivery of athlete and coach development initiatives, training camps, competitions, and pathway-related events
- Sydney Olympic Park based + hybrid / flexible working
- Part Time role (0.6 FTE). Circa \$50,000 pa + super (pro rata)

About Water Polo NSW

Water Polo NSW (WPNSW) is the governing state body for the sport of water polo with the primary purpose to grow, develop and nurture NSW's most accessible sport. WPNSW is a not-for-profit organisation, responsible for the governance, events, competitions, sport development, rules, club services and communications throughout the state. WPNSW services up to 50-member clubs and associations and over 7,000 participants and leads the sport and business of water polo for the benefit of the Water Polo NSW community.

Vision - Connecting communities through Water Polo

Mission - Inspire and develop a lifelong love of Water Polo

Values and Behaviours

- **FUN** - We love our sport.
- **BOLD** - We champion growth and development.
- **CONNECTION** - We are a welcoming community for everyone and committed to inclusive experiences.
- **RESPECTFUL** - We play fair and take ownership of our actions.
- **TEAM SPIRIT** - We train, play and contribute at our best and are proud of our water polo history and community.

Strategic Pillars

- WE Support
- WE Improve
- WE Connect

"This is an exciting opportunity to support the delivery of programs that continue to cement the performance of NSW teams and officials at national and international competitions in both the short and long term"
Harry Sanderson, GM Sports Operations



Performance Pathways Coordinator

Reporting to the Performance Pathways Manager, this newly created position is responsible for supporting the operational, logistical, and administrative aspects of the Performance Pathways Program. This role ensures the smooth delivery of athlete and coach development initiatives, training camps, competitions, and pathway-related events, including venue bookings, equipment, uniforms and travel arrangements.

Working in a highly focused team environment, this diverse role will suit a process driven, self-starter with a demonstrated ability to manage competing priorities and activities at once whilst maintaining a high level of attention to detail.

High level communication skills (both written and oral) are essential in this role, with a strong member service focus and the ability to liaise with athletes, coaches, parents, and other stakeholders at all levels. Also required are well-developed computer skills and IT literacy, ideally with an understanding of database management and online registration systems.

The ideal candidate will be tertiary qualified and/or have proven experience in administration or pathways coordination, ideally within a sport or membership based organisation. An understanding of water polo or sport performance pathways are not essential, however will be looked upon favourably.

If you are ready to take your next career step into a diverse “hands-on” role within a dynamic and growing State Sport Organisation then we’d love to hear from you!



Key Responsibilities

1. Program Administration

- Provide administrative support for all Performance Pathways Program activities, including trials, training camps, and competitions.
- Maintain and update athlete and coach databases, ensuring accurate records of registrations, participation, and performance data.
- Coordinate communications with athletes, coaches, parents, and other stakeholders regarding program updates, schedules, and requirements.
- Assist in preparing program reports, presentations, and documentation.

2. Event Coordination

- Organise logistics for training camps, events, and competitions, including venue bookings, equipment, and travel arrangements.
- Support the planning and execution of trials, ensuring all operational requirements are met.
- Act as the point of contact for event-related queries and issues.

3. Financial and Resource Management

- Assist with budget tracking, including processing invoices and expense claims.
- Monitor program expenses to ensure alignment with budget allocations.
- Support resource procurement, such as uniforms, equipment, and program materials.

4. Stakeholder Engagement

- Liaise with clubs, regions, and schools to promote the Performance Pathways Program and encourage participation.
- Build positive relationships with athletes, coaches, and parents to enhance their experience within the program.

- Collaborate with internal and external stakeholders to ensure program alignment with strategic objectives.

5. Compliance and Governance

- Ensure compliance with organisational policies, including safeguarding, risk management, and health and safety regulations.
- Assist in monitoring adherence to selection policies and program criteria.
- Maintain confidentiality and manage sensitive information with integrity.

6. General Duties

- Provide administrative support to the Performance Pathways Manager and other program staff as required.
- Contribute to continuous improvement initiatives to enhance program delivery.

Key Performance Indicators (KPIs)

- Efficient and timely coordination of program logistics and events.
- Accuracy and maintenance of athlete and coach records.
- Positive feedback from stakeholders regarding communication and support.
- Adherence to budget and resource management guidelines.
- Compliance with organisational policies and program objectives.

Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

Essential

- Relevant tertiary qualification, or experience in sports administration or event coordination.
- Strong organisational skills with the ability to manage multiple tasks simultaneously.
- Excellent verbal and written communication skills.
- Ability to effectively engage with diverse stakeholders, including athletes, coaches, parents, and partners.
- Proficiency in Microsoft Office Suite and other relevant software.
- Experience with database management and online registration systems.
- Ability to work effectively within a team and independently when required.
- Strong interpersonal skills and a collaborative mindset.
- High level of accuracy in managing administrative tasks and maintaining records.
- Willingness to work outside standard hours, including weekends and evenings, as required for events and program activities.
- A valid Working with Children Check (WWCC)

Desirable

- Knowledge of water polo or experience working within sports performance pathways.
- Familiarity with budgeting processes and financial management.
- Previous experience in a similar role within a sports organisation.

Hours of Work

This is a permanent part time position (0.6 FTE) working 3 days per week. Some flexibility on working hours will be available. Due to the nature of the position, some after hours, early mornings and weekend work will be required from time to time to attend meetings, competitions and events. Water Polo NSW is committed to a work life balance for all staff.

Location and Travel

The Water Polo NSW office is located in Sydney Olympic Park. It is preferred that the role will be based in the office on Tuesdays and Thursdays (one day per week as an absolute minimum), with flexible working arrangements available upon negotiation with the successful candidate.

The role may require occasional travel throughout NSW to attend programs, competitions and events.

Remuneration Guide

A remuneration package of circa \$30,000 per annum (\$50,000 FTE) plus superannuation, will be available to the successful candidate, negotiable depending upon skill level and experiences.

At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Residency and Immigration

Candidates must be an Australian or resident with a legal right to reside and work in Australia in order to be considered for this position.

Timelines

Final interviews and the appointment of this role are scheduled for April, 2025.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods, the Easter holiday period and general availability.

Website & Social Media

For more information and news items on all facets of activities, services and programs, visit:

Water Polo NSW Website: waterpolonsw.org.au

Facebook: facebook.com/WaterPoloNSW

Instagram: instagram.com/WaterPoloNSW

LinkedIn: linkedin.com/company/water-polo-nsw

X: x.com/waterpolonsw



Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.

Candidates must complete and submit the COMPULSORY **Sportspeople Recruitment Application Form** at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

Apply to

Your application should be sent electronically via the "apply now" link at the advertisement via sportspeoplerecruitment.com/jobs

Enquiries

In the first instance general enquiries should be directed to **Angelique Everett** on **0401 659 024** or **FREECALL AU 1800 634 388** or **+61 2 9555 5000** or via admin@sportspeoplerecruitment.com.

About Sportspeople Recruitment

The Performance Pathways Coordinator, Water Polo NSW search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 29 years in 2025 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers.

We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Water Polo NSW as the exclusive search partner for the Performance Pathways Coordinator position.

Globally connected - locally owned - since 1996

Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. Believe in yourself and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.



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