



NRAA

Position Description

Date:
08/07/2024

Position Title	Competitions & Sport Development Manager
Reports to (Position)	Executive Officer
Location	Flexible / NRAA maintains an Office in Brisbane
Employment Status	Permanent Part-Time - 4 days a week

This Position Description is a summary of the core functions and expectations of the NRAA Competitions Manager. As part of the role, there may be from time-to-time other functions/duties to support NRAA achieve its objectives.

1. Organisational Profile

The NRAA is the peak body of Fullbore rifle shooting in Australia and a member of Shooting Australia.

Our mission is to promote and grow the sport of competitive target rifle shooting, so that; more people participate and learn, with more successes both in Australia and at International Competitions; underpinned by a strong community with a culture of safety, commitment, and enjoyment.

NRAA has a remarkable record in international competitions, in 2023 winning the bronze medal in the F-Class Teams World Championships and in 2024 winning the Target Rifle Teams World Championships for the second consecutive time. An Australian also won the Target Rifle Individual World Championship in 2024, making it three successive titles to NRAA individual members. Australians also won the Individual World Titles in the Veterans (Over 60) and Under 25 categories.

NRAA aims to continue our success in Target Rifle and achieve similar success for its F-Class teams at the 2026 World Championships and through to 2030 when Australia will host the F-Class World Championships. NRAA is seeking to appoint a dynamic Competitions & Sport Development Manager who will also work with the NRAA's State and Territory organisations to develop individual members skills at various levels from clubs up to international standards of competition.

2. Position Objective

The Competitions & Sport Development Manager is a key role for NRAA to lead and manage a wide range of competitions held by NRAA within Australia. Additionally, the role will provide administration and athlete development support to NRAA's international teams competing at ICFRA World Championship events and at other overseas events. The role is also responsible for the development of NRAA officials' courses and capabilities.

3. Core Responsibilities and Accountabilities

- Reporting to the Executive Officer, but also consulting closely with the NRAA Director responsible for competitions. Works closely with other staff in regard to relevant administrative activities associated with competitions.
- In consultation with the NRAA Competitions Director, develop and maintain NRAA's Competitions Schedule.
- Organise National Teams competitions in conjunction with the State and Territory organisation who is hosting the competition on behalf of NRAA.
- Organise and run NRAA National Championships, including competition schedules, promotion, budget, venue, presentation awards and other required services.
- Manage/support the process for nominations, selection, training activities, uniforms, insurance, promotion, and other operational aspects of NRAA's international teams. This task includes close co-operation and interaction with appointed Team management who are strongly involved in many aspects of NRAA's international teams.
- Develop sponsorship for NRAA's National Championships and International Teams
- Commence the development of an athlete pathway to facilitate progression and selection to NRAA's international teams.
- Be involved in the development and management of NRAA's new competitions ranking system.

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- Responsibility for Range Officer and Officials development including review and further development of NRAA's RO's courses including course re-structure to move theory on-line with an in-person practical assessment component. This will include reviewing and developing training modules, manuals, resources and resources for range officials.
- Interaction with NRAA's Rules, Safety and Technical Committee.
- Interaction with NRAA's representatives on ICFRA Committees.
- Progression with on-going update and restructure of NRAA's Competition Manual.
- Develop competitions budgets and manage competition operations including any statutory requirements.
- Perform work in accordance to the NRAA's business systems, processes and policies.
- Professionally respond to and manage competition enquiries, via phone, email and in person.
- Build and maintain professional and positive relationships with NRAA Board, other Office Staff and key stakeholders with a specific focus on interaction with NRAA's State and Territory members;
- Represent the NRAA in the public forums where appropriate (e.g. sporting competitions, with sponsors etc)

4. Key CapabilitiesSkills/Knowledge

The incumbent is expected to have established knowledge and capabilities across the following:

- Knowledge and/or interest in sports administration/management
- Strong stakeholder management skills
- Strong organisational skills
- Excellent interpersonal and people management skills
- Good business budgeting and financial management experience
- Ability to effectively manage a large workload of varied matters and requirements
- Strong computer literacy and experience in Microsoft Office suite

5. Qualifications and ExperienceQualifications

- Tertiary qualifications covering sports administration or similar would be an advantage
- Experience in competition management
- Experience in international teams' administration
- Knowledge of shooting sports and holding a shooting licence is helpful, but not essential.
- Drivers License is essential
- Capacity to obtain a shooting licence, if not already held, will be required.
- Working with Children Check will be required.

Experience

- A minimum of three years' experience working in a sports competitions management role
- General work experience with sporting associations and/or not-for-profit organisations.

6. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Capacity as a self-starter, enabling management of tasks to ensure events are well run.
- Strong interpersonal skills to ensure positive interactions with State and Territory and individual members.
- Being flexible and creative in your approach to handling workload and delivering outcomes.
- Strong communication skills both written and verbal.
- Strong attention to detail.



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7. Additional Information and Special Conditions

- Travel will be required to attend/support NRAA events, with reimbursement of reasonable travel and accommodation costs included.
- Flexibility and commitment to work additional hours and on-weekends during competition periods.
- An attractive salary commensurate with skills and experience will be agreed with the successful candidate.

8. To Apply for this Role

Please send your cover letter and CV setting out your qualifications, experience and suitability for this role and email to eo@nraa.com.au. Applications will close on 25th August 2024.