



Badminton Oceania is one of five Continental Confederations working closely with the Badminton World Federation (BWF) to implement a wide range of development programmes and events in the Oceania Region in partnership with our 17 Member Countries.

The Development Officer position is a newly created role to support the Participation & Development Manager and the Coaching & Development Manager in the planning and implementation of projects. It will include delivery of the Shuttle Time programme and leading the Technical Officials development programme in the Pacific.

We are seeking a person who is already engaged with the badminton community and has experience in the areas of Shuttle Time, Coaching and Development. The role is based in the Badminton Oceania office in Ellerslie, Auckland

All applicants must currently be legally allowed to work in New Zealand  
Please send a cover letter and CV to:  
Badminton Oceania  
E-mail: [office@badmintonoceania.org](mailto:office@badmintonoceania.org)

Please put in the subject line: ***Development Officer***

***Applications close Friday 17<sup>th</sup> November 2023***

Only applicants who are required for an interview will be contacted



## **Job Description Development Officer**

Badminton Oceania (BOC) is one of five Continental Confederations working closely with the Badminton World Federation (BWF) to implement a wide range of development programmes and events in the Oceania Region in partnership with our 17 Member Countries.

Further information on BOC can be found: [www.badmintonoceania.org](http://www.badmintonoceania.org)

The Development Officer role will be to support the Participation & Development Manager and the Coaching & Development Manager in the planning and implementation of projects. To include delivery of the Shuttle Time programme and leading the Technical Officials development programme in the Pacific.

The relevant working areas are:

### ***SPORT FOR ALL***

- Shuttle Time
- AirBadminton
- Equipment stock management and distribution
- Disability participation including Special Olympics and Para Badminton
- Pasifika community projects in Auckland
- Coach Development
- Player Development

### ***MEMBERSHIP DEVELOPMENT***

- BWF Member Association grant programme support
- Member administration – building capability and capacity
- Plan and implement relevant training programmes for Technical Officials

This full-time role is a key role within Badminton Oceania, reporting to the Participation & Development Manager and the Coaching & Development Manager based in our head office in Ellerslie, Auckland, New Zealand

### ***HOURS OF EMPLOYMENT:***

This is a full-time position equivalent to 40 hours per week. The role will include some international travel with flexibility in working hours required

### ***REPORTING TO:***

Participation & Development Manager and the Coaching & Development Manager

### ***QUALIFICATIONS, EXPERIENCE AND KEY COMPETENCIES:***

- Hold a BWF Shuttle Time Teacher or Tutor qualification or BWF Level 1 Coach qualification
- Familiar with the world of badminton
- Experience working in the area of Sport Development
- Experience in reporting and working to deadlines

- Strong networking and relationship building skills
- Can work as part of a team as well as independently
- An understanding of Pacific cultures
- Comfortable working with Microsoft Office
- Fluent in written and spoken English