

## **PANSW International Liaison Officer Job Description**

**JOB TITLE:** *International Liaison Officer*

**JOB TYPE:** Liaison, facilitate and develop calendar of events

### **PURPOSE OF THE POSITION**

Facilitate and develop opportunities for PANSW teams/players to participate in international tours/exchanges and to assist NSW Zones and Clubs in hosting international tours and exchanges.

### **DUTIES/RESPONSIBILITIES**

- Liaise with the NSW Board, via the SEO PANSW, to have a clear understanding of the tours and exchanges PANSW wishes to participate in, the nature of the events and possible levels of funding available.
- Liaise with international polocrosse associations to organise international tours and exchanges
- Subject to PA NSW agreement, f invite international polocrosse associations to participate in tours and/or exchanges with PANSW, where appropriate this may be through a standing invitation such as an MOU
- Negotiate the competition, dates and structure of international tours and exchanges
- Liaise with NSW Zones and Clubs hosting international tours and exchanges
- Liaise with NSW team managers and exchange players to book airfares, provide information on travel insurance, visas and information relevant with the international tours or exchanges.
- Provide the primary contact for NSW Team Managers, Zones, Clubs and exchange players in relation to tours, exchanges and hosting an event or player(s).
- Provide information to stakeholders in a timely manner
- Ensure international tours and exchanges are conducted in a manner that is consistent with PANSW policies and procedures
- Provide reports to the PANSW Board via SEO PANSW
- Liaise with SEO PANSW to assist communication with players, clubs and zones
- Notfiy PANSW Board of alleged misconduct or inappropriate behaviour
- Provide advice and/or recommendations to the PANSW Board.

### **SKILLS**

- *Excellent verbal and written communication*
- *Intermediate computer skills (Excel & Word)*

- *Organised and able to meet deadlines*
- *Good time management*

## **PERFORMANCE GOALS**

- *International tours and exchanges are organized with appropriate lead time*
- *Stakeholders are provided updated information in a timely manner*
- *All Tours and exchanges are approved by the PA NSW and conducted in a manner that is consistent with PANSW policy and procedure*
- *Reports are provided to the SEO PANSW by deadlines*

## **REQUIREMENTS**

- **Organisation:** The International Officer does not travel internationally with teams or players but would typically attend international events hosted by PANSW. The International Officer acts under the Boards direction.
- The International Officer needs to be highly organized as international tours typically commence organisation 1 year ahead of the intended tour date, so a schedule of international events is critical.
- **Workload:** The time required to perform the role of International Officer varies significantly through the year. The average work associated with the role is 2 hrs per week but this can increase significantly on the run up to major events, then taper to a level of virtually nothing at other times of the year.
- **Communication:** The International Officer is the primary contact for all stakeholders in relation to international tours and exchanges, in particular when PANSW is hosting an international tour, NSW zones and clubs should contact the International Officer.
- **Equipment:** The International Officer requires a computer and an email account as a significant proportion of the communication will occur via email.