

POSITION TITLE	SPORTS DEVELOPMENT MANAGER
Department/Section	SPORTS DEVELOPMENT
Reports to	Chief Executive Officer – Secretary General (CEO-SG)
Strategic Pillars	Pillar 1: Athlete & Team Services Pillar 2: National Federation Services
Date	JANUARY 2024

ORGANISATIONAL BACKGROUND

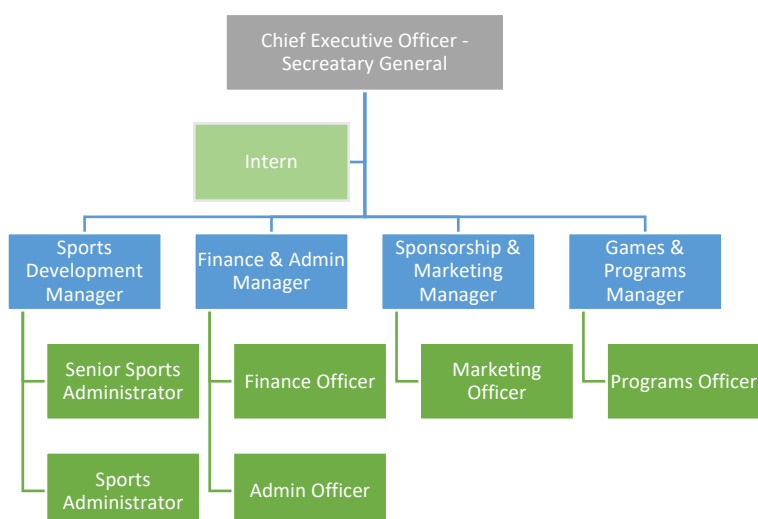
The Fiji Association of Sports & National Olympic Committee (FASANOC) is an independent, charitable organisation responsible for providing support and resources to enable Fijian athletes to achieve at the highest levels of their sport and to excel at Olympic, Commonwealth and the Pacific Games.

FASANOC is affiliated to the International Olympic Committee (IOC), the Commonwealth Games Federation (CGF) and the Pacific Games Council (PGC).

Vision Inspiring Fiji through Sport
Mission Enhancing Sports through Collaboration and Learning
Values Excellence, Respect, Integrity and Commitment

We are committed to athlete engagement and advocacy.
 We are committed to preparing and selecting the best Team to represent Fiji.

ORGANISATIONAL CHART



POSITION PURPOSE

To provide administrative support to National Federations, manage Olympic Solidarity funded programs and any other programs oversee FASANOCs Commission, in addition to providing support towards FASANOC events & Team Fiji when required.

FUNCTIONAL RELATIONSHIPS

INTERNATIONAL

IOC Olympic Solidarity
International Olympic Committee
Commonwealth Sports
Pacific Games Council
Games Organising Committees

Donor Agencies
International Federations
Oceania Federations and Foundations
National Olympic Committees
ONOC

NATIONAL

National Federations
FASANOC Commissions
Ministry of Youth & Sport
Fiji National Sports Commission
Fiji Sports Council
Schools and Tertiary Institutions
Government Ministries and Departments
Oceania Sports Information Centre (OSIC)
Embassies

KEY RESPONSIBILITIES

OPERATIONAL RESULTS

ATHLETE SERVICES Duties

- Work with NFs on Team Fiji athlete preparation and funding
- Manage all athlete scholarships coordinated through FASANOC.
- Communicate all athlete relevant information including selection criteria's etc
- Manage athlete records and database, including performance data, agreements, and personal details.

NATIONAL FEDERATION Duties

- Work with NFs on Team Fiji on preparation funding for major Games ie Olympics, Pacific and Mini Games
- Provide administrative support services to National Federations.
- Preparation of quarterly activities report for ONOC
- Co-ordination of National Federations' activities
- Manage the facilitation of annual grants, funding, and other financial support to NFs, ensuring compliance and accountability.
- Manage NFs with administrative processes, including team selections, governance support, and reporting requirements.
- Maintain up-to-date and confidential athlete records, including performance data, agreements, and personal details.
- Collect, analyze, and report on NF performance data, participation numbers, and high-performance metrics.
- Provision and support Team Fiji's requirements of accreditation, logistics, etc.

OLYMPIC SOLIDARITY & GRANT Duties

- Manage and coordinate Olympic Solidarity Program applications, allocations and payments
- Compile Olympic Solidarity reports and acquittals and submit to IOC and ONOC
- Prepare and submit funding reports for government grants and other donor grants.

JOB DESCRIPTION

MANAGEMENT RESULTS	Ensure all reporting elements are up to date and on time. - Preparation of FASANOC annual report. - Prepare detailed reports, briefs, and presentations for management and stakeholders. Provide secretariat support to the High-Performance Commission and Medical Commission Maintain close consultation with key stakeholders, including IOC, ONOC, CS, PGC, and others. Ensure all National Federations receive support and assistance with enquires and requests. Develop and maintain a close working relationship with Team Fiji delegations including athletes and entourage. Undertake other duties directed by the CEO-SG
CORPORATE EVENTS	Manage Fiji Sports Awards (jointly with FNSC & FSC) Manage Pacific Sports Partnerships (PSP) Manage Fiji Games Assist with Fiji Hall of Fame Event, Olympic Day celebrations, Annual General Assembly and Board of Management meetings, Christmas Cheer and other events.
CORPORATE CONTRIBUTION	Represent FASANOC as and when required. Ensure accountability and transparency of donor/sponsor funds when provided Ensure FASANOC and its programs are presented with strong and positive image

COMPETENCY AND ATTRIBUTES	
1. Business 2. Customer/Supplier 3. People 4. Professional	- Strategic Development, Business Performance, Planning, Resource Management, Information Analysis, Documentation - Stakeholder Commitment, Promotion, Commercial Focus, Quality Focus, Organizational Values, relationship builder - Leadership, Problem Solving, Compliance, Health & Safety - Good communication skills, Able to perform under pressure - Be proactive and willingness to take action independently
1. Behavioral 2. Interpersonal 3. Thinking	- Accountable, Achiever, Enthusiastic - Empathetic, Forthright, Perceptive, Self Sufficient and Assured - Challenger, Decisive, Holistic Thinker, Well Organized

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment. These changes may be initiated by the President and Executive Board with due consultation and agreement between the relevant parties. The position description may be reviewed as part of the preparation for performance planning for the annual performance review.