

AWF Coach Education Program Manager Job Description & Responsibilities

Primary Job Purpose:

The role of the Coach Education Program Manager is to plan and manage the delivery of AWF coaching courses nationwide.

Responsibilities

Planning

- Plan an annual calendar of AWF coaching courses
- Liaise with venue operators and presenters
- Promote courses through networks and social media

Administration

- Setup courses in the AWF system
- Manage course registrations
- Reconcile registration receipts
- Process accreditation renewals

Course Management

- Prior to each course
 - Respond to enquiries
 - Confirm course timetable
 - Create participant accounts in the Learning Management System
 - Communicate information to participants and presenters
- Post Course
 - Provide follow-up support to participants
 - Manage venue and presenter invoicing
 - Assess post-course assignments
 - Process and issue accreditation certificates

Required Qualifications & Capabilities:

A minimum of AWF Level 2 Coach accreditation
Good customer service skills
Good administration and record-keeping skills
Proficiency in the use of Information Technology

General Information

The AWF Coach Education Program (CEP) Manager will be engaged as a contractor with remuneration at \$40,000 p.a. paid monthly upon receipt of an invoice. As a contractor, the CEP Manager is responsible for their own business costs including income tax, superannuation, computers, telecommunications, etc.

The position requires a commitment of 20 hours per week.

Contact hours and location are flexible.

Applications close Thursday 20th March 2025.

Email applications to imoir@awf.com.au