

JOB DESCRIPTION

Position Title: Sports Development Executive

Organization: Volleyball Association of Maldives (VAM)

Location: Malé, Maldives

Position Summary

The Sports Development Executive is responsible for supporting the planning, implementation, coordination, and administration of the Volleyball Association of Maldives' sports development programs, competitions, national team activities, and promotional initiatives. The position plays a key role in ensuring the successful delivery of volleyball and beach volleyball activities while supporting the development of athletes, coaches, officials, and member clubs throughout the Maldives.

The Sports Development Executive will work closely with the Executive Committee, Commissions, National Team Management, Coaches, Officials, and other stakeholders to achieve the strategic objectives of the Association.

Key Responsibilities

1. Competitions and Events Management

- Work closely with the Events Commission in the planning, coordination, and execution of all VAM competitions and events.
- Assist in organizing national leagues, national championships, Volleyball and Beach volleyball tournaments, international competitions, and promotional events.
- Coordinate logistics, venue preparation, equipment requirements, accreditation, scheduling, and event operations.
- Ensure compliance with competition regulations and operational procedures.
- Support event registration, team coordination, and communication with participating clubs and stakeholders.

2. National Team Support

- Work closely with Team Managers, Head Coaches, Assistant Coaches, and support staff of the National Volleyball and Beach Volleyball Teams.
- Assist in coordinating training programs, camps, friendly matches, and international participation.
- Maintain records of player attendance, training schedules, and team activities.
- Coordinate travel arrangements, accommodation, and logistical requirements for national teams.
- Support team preparations for local and international competitions.

3. Sports Development Programs

- Assist in the implementation of volleyball and beach volleyball development programs throughout the Maldives.
- Work with coaches, instructors, and officials in organizing coaching courses, referee courses, workshops, seminars, and development projects.
- Coordinate grassroots, youth, school, and community volleyball development initiatives.

- Monitor and evaluate the progress of development programs and prepare reports accordingly.
- Support international development projects conducted in partnership with FIVB, AVC, CAVA, and other organizations.

4. Social Media and Communications

- Manage and maintain the official social media platforms of the Volleyball Association of Maldives.
- Develop and publish content related to competitions, national teams, development activities, achievements, and announcements.
- Coordinate photography, videography, and promotional materials for events and activities.
- Monitor social media engagement and respond to inquiries when required.
- Assist in enhancing the visibility and public image of the Association through digital communication.

5. Commission Support

- Work with various commissions of the Association in implementing their activities and programs.
- Assist commissions in planning meetings, preparing agendas, recording minutes, and following up on action items.
- Coordinate communication between commissions, stakeholders, and the Association.
- Provide administrative and logistical support for commission activities.

6. Administrative Responsibilities

- Assist in the daily administrative operations of the Association.
- Maintain accurate records, databases, correspondence, and documentation related to VAM activities.
- Prepare letters, circulars, notices, and official communications as required.
- Coordinate meetings, workshops, and official functions of the Association.
- Support membership administration and stakeholder engagement activities.

7. Budgeting and Reporting

- Prepare budgets for competitions, development programs, national team activities, and special projects.
- Prepare salary sheets and allowance sheets of competitions, national teams and office staff.
- Monitor expenditure against approved budgets and report variances.
- Prepare activity reports, tournament reports, project reports, and funding reports.
- Assist in preparing reports required by the Executive Committee, FIVB, AVC, CAVA, Maldives Olympic Committee, and government authorities.
- Maintain proper records of financial and operational documents related to sports activities.

8. Additional Duties

- Attend competitions, events, meetings, and activities organized by the Association as required.
- Represent the Association in meetings and events when assigned.
- Perform any other duties assigned by the General Secretary, Executive Committee, or President.

Qualifications and Experience

Education

- Diploma or Bachelor's Degree in Sports Management, Sports Administration, Business Administration, Marketing, Event Management, Physical Education, or a related field.

Experience

- Previous experience in sports administration, event management, youth development, or sports organizations will be an advantage.
- Experience in volleyball or other sports organizations will be considered an asset.

Skills and Competencies

- Strong organizational and administrative skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple projects and deadlines simultaneously.
- Good knowledge of social media management and content creation.
- Strong report writing and budgeting skills.
- Proficiency in Microsoft Office applications.
- Ability to work independently and as part of a team.
- Willingness to work flexible hours, including evenings, weekends, and public holidays when events are conducted.

Key Performance Indicators (KPIs)

- Successful organization and delivery of VAM competitions and events.
- Effective support to National Volleyball and Beach Volleyball Teams.
- Number and quality of development programs implemented annually.
- Timely submission of reports, budgets, and activity documentation.
- Growth and engagement of VAM social media platforms.
- Efficient support provided to commissions and stakeholders.
- Compliance with organizational procedures and reporting requirements.

Personal Attributes

- Passion for sports and athlete development.
- Professional, proactive, and self-motivated.
- Strong attention to detail.
- Positive attitude and willingness to learn.
- Ability to work under pressure and meet deadlines.
- Strong teamwork and leadership potential.

Monthly Salary: MVR 12000.00 -15000.00