

EMPLOYMENT SKILLS AND KNOWLEDGE INVENTORIES

Rowan Burns – As at 20 October 2006

SPORT AND RECREATION INSTRUCTION AND PROGRAM MANAGEMENT

HISTORY

1. Involvement in competitive sport and recreation for most of life, including field hockey and motor sport, and most recently cycling.
2. Executive Officer of the West Australian Squash Association – overall management of sporting organisation, including identification of player groups, assessing current and future trends, development of membership packages, organisation of major tournaments, volunteer management, sourcing of government grants, and sponsorship packaging.
3. West Australian Ministry of Sport and Recreation – member of publication committee for glossy magazine, Business of Sport. Publisher of SportsWatch industry newsletter.
4. Media Manager and member of organising committee for Targa Tasmania – major event management, including identification of competitor groupings, risk management, volunteer management.
5. Cycling Adventures Tasmania – delivery of basic bicycle riding courses for schools.
6. CyclingSouth – development, design and delivery of school holiday activity program for children; development, design and delivery of courses for cyclists to learn to ride and further develop skills, and on bicycle mechanics; sourcing of funding for training programs through grants and sponsorship; risk management; conduct of surveys to assess participation and to segment audiences; report to management committee and other stakeholders.

SKILLS AND KNOWLEDGE INVENTORY

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| 1. Program identification | 2.10. Contingencies |
| 1.1. Need | 3. Delivery |
| 1.2. Audience Identification | 3.1. Instructional style |
| 1.3. Outcomes of other programs | 3.2. Activities delivery |
| 1.4. Required national/regional standards | 3.3. Risk management |
| 1.5. Budgets | 3.4. Participant achievement and satisfaction |
| 1.6. Personnel and equipment | 3.5. Feedback and review |
| 1.7. Sponsorship and/or grant potential | 4. Management |
| 1.8. Risk | 4.1. Data collection and assessment |
| 2. Design | 4.2. Grant and sponsorship generation |
| 2.1. Desired outcomes | 4.3. Identification of market/audience segments |
| 2.2. Skills assessment | 4.4. Sourcing of paid and volunteer personnel |
| 2.3. Methods for developing skills | 4.5. Personnel training |
| 2.4. Activities program | 4.6. Benchmarks and key performance indicators |
| 2.5. Instruction | 4.7. Budgets and financial management |
| 2.6. Venue | |
| 2.7. Personnel | |
| 2.8. Venue and equipment arrangements | |
| 2.9. Participant booking procedures | |