

Position Description

Position Title:	Education and Capability Development Lead
Team:	Education and Capability
Reporting to:	CEO
Direct Reports:	N/A
Date Updated:	19 Jan 2026

Purpose of the Role

The Education & Capability Development Lead is responsible for coordinating, delivering and continuously improving Volleyball Queensland's education, accreditation and capability development frameworks.

The role combines strategic coordination with hands-on delivery. It ensures education pathways are clear, accessible and aligned to participation, pathways and high-performance needs, while also personally facilitating training, workshops and development opportunities where required.

The role plays a critical advocacy and ambassador function for coaches and officials, actively building excitement, awareness and engagement in education and officiating pathways, and supporting clubs and the broader volleyball community to build capability and confidence.

The role reports to the CEO and works closely with internal teams, sub-committees and external stakeholders.

The position is based from the VQ offices, with some intra and interstate travel required.

Key Responsibilities

Education Delivery & Facilitation	<ul style="list-style-type: none"> Personally deliver and facilitate education programs, workshops, courses and development sessions as required. Design and deliver short, targeted workshops for coaches and officials, including pre-event and event-based education sessions. Support "train the trainer" approaches to upskill others and expand delivery capacity across the state. Provide regional education support, including tailored packages for schools, clubs and regional stakeholders. Support internal Volleyball Queensland capability initiatives where education or facilitation skills are required.
Capability Building & Community Engagement	<ul style="list-style-type: none"> Actively advocate for coaching and officiating pathways, promoting opportunities and benefits to players, parents, families and the broader community. Build excitement and awareness around refereeing opportunities, including pathways to higher-level and paid officiating environments. Engage with parents, siblings and community members to encourage involvement beyond playing roles.
Outcome: Increased capability, confidence and	

<p>engagement across coaches and officials.</p>	<ul style="list-style-type: none"> • Support clubs to build capability in their people across coaching, officiating and volunteer roles. • Act as an ambassador for volleyball in Queensland, modelling professionalism, passion and inclusion.
<p>Governance, Sub-Committees & Collaboration</p>	<ul style="list-style-type: none"> • Serve on relevant sub-committees, including the Queensland Volleyball Referees Commission. • Work collaboratively with internal Leads, Sport Operations, Participation, Pathways & High Performance and Marketing teams to align education delivery with events and programs.
<p>Outcome: Education frameworks are informed, credible and aligned.</p>	<ul style="list-style-type: none"> • Liaise with Volleyball Australia and relevant governing bodies on education, accreditation and pathway requirements. • Ensure education initiatives align with policy, integrity and compliance requirements.
<p>Innovation & Continuous Improvement</p>	<ul style="list-style-type: none"> • Review education programs and participation data to identify gaps and improvement opportunities. • Introduce innovative education approaches, delivery formats or engagement strategies where appropriate.
<p>Outcome: Education offerings continue to evolve to meet emerging needs.</p>	<ul style="list-style-type: none"> • Use feedback from participants, clubs and stakeholders to refine education content and delivery. • Anticipate future capability needs and proactively develop education responses.
<p>Operations & Priorities</p>	<ul style="list-style-type: none"> • Coordinate Volleyball Queensland's education and accreditation frameworks across coaching, refereeing and officiating. • Manage the education calendar, ensuring courses, workshops and development opportunities are scheduled proactively to meet demand and pipeline needs.
<p>Outcome: Education and capability initiatives are well planned, aligned and effectively delivered.</p>	<ul style="list-style-type: none"> • Coordinate logistics, registrations, communications and records for education activities. • Work closely with internal Leads to align education delivery with participation, pathways and high-performance priorities. • Support clubs and affiliates to understand and navigate education and accreditation pathways. • Maintain accurate records of accreditations, attendance and education outcomes. • Support internal VQ capability initiatives as required.
<p>Financial & Commercial Accountability</p>	<ul style="list-style-type: none"> • Develop and manage education and capability development budgets in collaboration with the CEO and SLT. • Maintain accountability for financial performance across the education and capability development portfolio
<p>Outcome: Sport operations deliver strong financial outcomes and operate within approved delegations.</p>	<ul style="list-style-type: none"> • Approve expenditure within delegated authority (currently up to \$10,000) and escalate variances or exceptions to the CEO. • Work with the CEO on commercial aspects of the sport, including growth strategy and alignment with organisational objectives. • Ensure operational commitments align with available resources and financial constraints.

Strategy & Operations	<ul style="list-style-type: none"> Lead the development and implementation of strategy for the Education & Capability Development portfolio, taking primary responsibility for identifying issues, analysing options, exploring evidence-based insights and proposing strategic directions.
Outcome: Clear, sustainable education and capability development initiatives that align with organisational strategy and deliver high-quality experiences.	<ul style="list-style-type: none"> Work closely with the CEO and SLT to shape and refine strategic direction and ensure alignment with Volleyball Queensland's organisational priorities. Collaborate with the CEO and SLT to design and implement strategies and operational plans, ensuring coordinated planning, shared accountability and a cohesive organisational approach. Develop and oversee strategy across the key functional area of Education & Capability Development: Translate strategic priorities into annual operational plans, delivery calendars and budgets.
Behaviour & Values	<ul style="list-style-type: none"> Demonstrate leadership through subject-matter expertise, facilitation capability and positive influence. Act as a visible advocate and ambassador for education, coaching and officiating pathways across the volleyball community. Build strong working relationships with internal teams, clubs, officials and stakeholders through clear communication and collaboration. Model professionalism, integrity and respect in all interactions. Take personal accountability for quality, consistency and outcomes within the education and capability portfolio. Contribute positively to a collaborative and high-performing organisational culture.

Key Relationships

Internal:	External
<ul style="list-style-type: none"> CEO Sport Operations Manager Participation, Pathways & High-Performance Manager Member Engagement & Business Operations Manager Marketing Manager Comms & Content Officer 	<ul style="list-style-type: none"> Coaches, referees and officials Clubs and affiliates Queensland Volleyball Referees Commission Volleyball Australia Schools and delivery partners Learning and development providers

Capabilities & Experience

Essential Requirements

- Tertiary qualifications in Business, Communications, Training and Development or a related field – **OR** extensive professional experience as a Facilitator, Trainer, Teacher or equivalent.
- Demonstrated experience in education delivery, training, facilitation or capability development.
- Strong presentation and communication skills with the ability to engage diverse audiences.
- Experience coordinating education programs or professional development initiatives.
- Volleyball Australia coach and/or referee accreditation.

- Proven ability to collaborate across multiple teams and priorities.
- Strong written and verbal communication skills.
- Experience managing creative processes, agencies or developers (where applicable).
- Ability to operate effectively in a fast-paced, lean environment
- Demonstrated commitment to organisational priorities, including the sport, the organisation and its people.
- Demonstrated commitment to using effective time management principles and systems.
- Proven self-starter who contributes to a productive and respectful team environment.
- Excellent computer skills and working proficiency in the Microsoft Office suite.
- Current unrestricted driver's licence.
- Current Working with Children Blue Card (or ability to obtain and maintain).
- Completion of Sports Integrity Australia education and compliance requirements, as required.
- Commitment to exploring and effectively utilising Microsoft 365 systems and tools.
- Commitment to confidentiality, privacy and child-safe practices.
- Eligible to complete required compliance training, including Sports Integrity and child-safe training, within required timeframes.

Desirable

- Experience in sport, education or community-based organisations.
- Experience using accreditation or learning management platforms.
- Understanding of the volleyball environment.