FIJI ASSOCIATION OF SPORTS & NATIONAL OLYMPIC COMMITTEE

JOB DESCRIPTION

POSITION TITLE	SPORTS SERVICE & DEVELOPMENT MANAGER
Reports to	Chief Executive Officer – Secretary General (CEO-SG)

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.

POSITION PURPOSE

To lead FASANOC's ongoing support and development services to National Federations and athletes, ensuring that National Federations are supported to strengthen their governance, administration and sport-development capability, and that athletes have clear pathways and access to appropriate development and high-performance support.

The Sports Service & Development Manager is responsible for National Federation services, governance and RAT follow-up, development planning, athlete pathways, high-performance coordination, athlete welfare and safeguarding systems, athlete scholarships, sport-development funding and relevant Olympic Solidarity programmes.

The role provides strategic leadership to the Sport Services & Development function while ensuring that operational NF liaison, records, reporting and programme administration are appropriately delegated to the Senior Sports Administrator and Sports Administrator.

The role works closely with the Games & Programs Manager, with a clear distinction between ongoing athlete/NF development and Games-specific Team Fiji preparation and operations.

FUNCTIONAL RELATIONSHIPS

Internal relationships: CEO-SG; Executive Board; Games & Programs Manager; Corporate Services Manager; Partnerships, Sponsorship & Communications Manager; Senior Sports Administrator; Sports Administrator; Training & Programs Officer; FASANOC Commissions, particularly those relating to high performance, medical support, athlete welfare and sport development.

External relationships: National Federations; athletes, coaches and support personnel; IOC Olympic Solidarity; ONOC; Commonwealth Sport; Pacific Games Council; Oceania and International Federations; Fiji National Sports Commission; Fiji Sports Council; Ministry responsible for sport; schools and tertiary institutions; donor and funding agencies; and other sport-development partners.

KEY RESPONSIBILITIES

Responsibility Area	Key Responsibilities

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National Federation Services	Lead FASANOC's system of support to National Federations; ensure each NF has an appropriate point of contact and receives timely, consistent service; coordinate structured engagement with NFs to identify needs, priorities and risks; and ensure significant issues requiring management attention are escalated appropriately.
NF Governance & Capability Development	Support NFs to strengthen governance, administration and organisational capability; coordinate RAT or similar governance/capability assessments and follow-up actions; monitor agreed governance improvements; assist NFs with reporting, planning and administrative systems; and coordinate appropriate capacity-building interventions.
NF Development Planning	Work with NFs to develop and monitor sport-development priorities and plans; identify barriers to growth and performance; support NFs to establish realistic development objectives; and coordinate FASANOC support against identified priorities.
Athlete Pathways	Lead the monitoring of athlete-development pathways across relevant sports; work with NFs to identify emerging and high-performance athletes; ensure appropriate athlete information and pathway records are maintained; and help connect athletes with available development opportunities, scholarships and support.
High-Performance Coordination	Coordinate FASANOC's ongoing high-performance support outside Games operations; work with NFs and relevant commissions to identify high-performance needs; monitor relevant athlete and NF performance information; support access to technical expertise and funding; and contribute to longer-term athlete preparation planning.
Athlete Scholarships & Development Funding	Manage FASANOC-coordinated athlete scholarship programmes; coordinate relevant funding opportunities; ensure athletes and NFs receive timely information; monitor compliance with scholarship or funding requirements; and report on utilisation and outcomes.
Athlete Welfare & Safeguarding	Lead the development and implementation of FASANOC's ongoing athlete welfare and safeguarding systems within the Sport Services & Development function; ensure welfare and safeguarding considerations are embedded in athlete and NF services; coordinate appropriate education, support and referral processes; and work with relevant internal and external specialists when concerns arise.
Athlete & NF Information Systems	Ensure accurate and confidential athlete and NF records and databases are maintained; establish appropriate data standards; oversee collection of participation, performance, governance and development information; and use this information to support planning, reporting and decision-making. Operational maintenance should be delegated to the Senior Sports Administrator and Sports Administrator.
Olympic Solidarity & Sport-Development Grants	Coordinate Olympic Solidarity and other grant programmes relating to athlete development, NF development, scholarships and high-performance support; oversee applications and programme implementation; ensure programme reporting is completed; and work with Corporate Services/Finance on financial controls and acquittals.
Reporting & Monitoring	Ensure Sport Services & Development reports are accurate and submitted on time; prepare reports, briefs and presentations for the CEO-SG, Executive Board and relevant stakeholders; oversee NF performance and development reporting; and contribute appropriate content to organisational reports.
Commission Support	Provide management oversight and secretariat support to relevant FASANOC commissions where their work relates to high performance, medical services, athlete welfare or sport development; ensure commission recommendations are followed through within the Secretariat where appropriate.

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Stakeholder Relationships	Maintain effective working relationships with National Federations, IOC Olympic Solidarity, ONOC, Commonwealth Sport, Government sport agencies, regional/international federations and other relevant partners; ensure operational relationships complement, rather than duplicate, high-level institutional relationships led by the CEO-SG.
People Management	Lead and manage the Senior Sports Administrator and Sports Administrator; delegate operational NF liaison, records, data collection and routine programme administration appropriately; set clear performance expectations; support staff development; and ensure the manager's time remains focused on strategic NF, athlete and sport-development responsibilities.
Cross-Functional Games Support	Work closely with the Games & Programs Manager to ensure that athlete and NF development information supports Team Fiji preparation; provide relevant athlete and NF information when required; and support transition of Games-specific matters to the Games & Programs function. Games logistics, accreditation, Team Fiji administration and Games-time operations are not primary responsibilities of this role.
Corporate Contribution	Represent FASANOC when authorised; maintain high standards of integrity, confidentiality and professionalism; ensure accountability for donor and programme resources; contribute to a positive organisational culture; and undertake other duties reasonably related to the role as directed by the CEO-SG.

COMPETENCY AND ATTRIBUTES

The Sports Service & Development Manager should demonstrate:

Sport and organisational capability: understanding of sport development, National Federation operations, athlete pathways and high-performance environments; ability to translate organisational strategy into practical NF and athlete-development support.

Governance and analytical capability: ability to understand governance and organisational-capability issues; assess NF needs; analyse participation, athlete and performance information; monitor agreed actions; and prepare clear reports.

Stakeholder management: strong relationship-building skills and the ability to work effectively with NFs, athletes, coaches, administrators, Government agencies, international sporting bodies and other partners.

People leadership: ability to lead a small team, delegate effectively and ensure operational responsibilities are performed at the appropriate level.

Professional capability: strong communication, documentation, planning, problem-solving and organisational skills; sound judgement; confidentiality; integrity; and the ability to manage competing priorities.

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Qualifications

- A Bachelor's Degree in Sports Management, Sports Development, Sports Science, Business Administration, Education or a related field.
- A postgraduate qualification in Sports Management, Sports Development, Governance or a related discipline will be an added advantage.
- Relevant professional training in sports governance, safeguarding, high performance, athlete development or sports administration will be an advantage.

Experience

- At least five years of relevant experience in sports administration, sports development, sports management or a related field.
- Demonstrated experience working with National Sporting Federations, sports organisations, athletes and coaches.
- Experience in sports governance, organisational development, strategic planning and capacity building.
- Proven ability to develop and implement sports development programmes and athlete development pathways.
- Experience in coordinating athlete scholarships, development funding, grants and related programmes.
- Understanding of high-performance sport, athlete welfare and safeguarding requirements.
- Experience working with Government agencies, international sporting organisations, regional sports bodies or development partners will be an advantage.
- Previous experience managing staff, projects and organisational programmes.

Additional requirements

- Good understanding of the Fiji sporting landscape and the operations of National Sporting Federations.
- Knowledge of the Olympic Movement, Olympic Solidarity programmes and international sporting structures will be an advantage.
- Strong stakeholder engagement, communication, planning and reporting skills.
- Ability to work with different sporting organisations and understand their individual needs and challenges.