**Purpose**

The Women and Girls Participation Coordinator (“**the Coordinator**”) is responsible for representing the best interests of women and girls and reports directly to the Board on all matters that specifically impact women and girls.

The key objectives of the Coordinator are:

* To promote opportunities for women and girls to participate in cycling events;
* Advise the President and the Board on barriers to female participation, retention and satisfaction;
* Support planning and delivery of events (including cycling events, workshops, forums, seminars, etc) for women and girls in sport;
* Advance the reputation of the club as a welcoming and inclusive club which is attractive to female members, including by building the confidence of members to call out inappropriate or sexist behaviours.

**Duties**

The Coordinator should work with the President and the Board to:

* Identify and apply for any relevant grants to support female members (current or future);
* Coordinate PACC women’s entries in the AusCycling SA Super Series and other state-level events;
* Promote PACC’s involvement in relevant International Women’s Day events;
* Review PACC policies and practices and recommend improvements to ensure they take into account women’s and girls’ needs;
* Plan and deliver cycling events (whether competitive, training, or social) with a focus on women and girls;
* Contribute to equitable representation of women and girls in club publications;
* Develop and implement strategies to recruit and support women and girls to the club, and to PACC’s events generally;
* Liaise with relevant stakeholders (councils, schools, AusCycling, BikeSA, community groups, parents) to maximise women’s engagement with cycling;

The Board may approve funding to assist the Coordinator to participate in relevant training, coaching, or other activities.

**Eligibility:**

The Coordinator should be a woman or gender diverse person. They must be a member of PACC, but are not required to be a member of the Board. As PACC’s Board Meetings are open to members, the Coordinator may attend any Board Meetings.

The Coordinator may hold other roles.

The Coordinator may (but is not required to be) a junior.

**Essential Skills and Requirements**

* ­Holds (or acquires immediately after election to the Committee) a current “Working with Children” check.
* A passion for gender equality
* Ability and confidence to bring about change even when faced with resistance;
* Responsibility and confidentiality.
* Effective communication skills.
* Able to build strong relationships within the club

**Commitment:**

The Coordinator would be expected to commit approximately 2 hours at the start of their term (not necessarily all at once) to work with the Board to develop strategies and outline programs. Further time would be expected throughout the year to implement and improve strategies and programs.

The Coordinator may (but is not necessarily required to) facilitate events or undertake coaching activities.