



SPORTS CENTRAL

1305 Sturt Street

Ballarat VIC 3350

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POSITION DESCRIPTION

POSITION TITLE:	Project Coordinator
CLASSIFICATION:	Level 3/4 New Social and Community Services Industry Award July 1 2012
RESPONSIBLE TO:	Programs Manager
KEY RELATIONSHIPS:	Internal: Programs Manager, Executive Officer, Project Coordinators External: Volunteers, Coaches, Clubs, Leagues, State and National Sporting Organisations, Community Organisations, Local Government, Funding Partners
TIME ALLOCATION:	60.8-76 hours per fortnight (0.8-1 EFT)

ORGANISATION ENVIRONMENT

Sports Central is one of nine Regional Sport Assemblies operating throughout Victoria. Based in Ballarat, the organisation supports the development of a sustainable sport and active recreation sector across six shires in the Central Highlands, including Ararat Rural City Council, City of Ballarat, Golden Plains Shire Council, Hepburn Shire Council, Moorabool Shire Council and Pyrenees Shire Council.

Sports Central is a not-for-profit organisation, primarily funded through VicHealth to deliver Regional Sport Program and Sport and Recreation Victoria to deliver the Supporting Victorian Sport and Recreation Program.

Sports Central also:

- Deliver the Good Sports Program in partnership with the Alcohol and Drug Foundation
- Deliver the Sons of the West and Daughters of the West health programs in partnership with the Western Bulldogs Community Foundation and the City of Ballarat
- Coordinate the Ballarat Primary School Sports Association

PURPOSE

The Project Coordinator position is responsible for taking the operational lead on the organisation's VicHealth – Regional Sport Program, along with supporting the delivery of other funded programs.

The aims of the position are to:

VicHealth – Regional Sport Program

- Increase the physical activity levels of people in the Central Highlands region, with a particular focus on young people (12-17 years), women and girls
- Increase the number of community sport clubs across the Central Highlands region that are providing more welcoming, safe and inclusive environments for women and girls

Western Bulldogs Community Foundation – Daughters of the West

- Promote and coordinate the delivery of the Daughters of the West women's health program in partnership with the Western Bulldogs Community Foundation, City of Ballarat and other key stakeholders

General

- Promote the benefits of a healthy and active life through participation in sport and active recreation
- Build the capacity of sport and active recreation providers by enhancing the knowledge and skills of administrators, coaches and officials
- Support the governance of sporting organisations through the development of policies, plans and sustainable practices

RESPONSIBILITIES

General

- Attend relevant industry forums and meetings
- Develop an understanding of the organisation's policies and procedures manual and the application of its directives
- Display a positive attitude and be an active member of the team
- Maintain necessary filing and information systems in accordance with organisational guidelines
- Respond promptly to and support community requests
- Work in accordance with the operating hours of the community sports sector, including evening and weekends as required

Project Management

- Identify, develop and deliver new program opportunities
- Ensure that specific projects operate within the appropriate funding and service frameworks
- Develop collaborative partnerships and networks in order to meet program objectives
- Advocate for specific projects and population groups
- Facilitate education, training and capacity building activities
- Participate in internal and external planning activities
- Undertake community and project specific consultation

Marketing & Promotion

- Maintain the organisation's image in accordance with the policies and procedures manual
- Prepare information for advertising and media promotion
- Produce case studies, newsletter articles, social media posts and web articles
- Promote and develop awareness of sport and active recreation in the community
- Represent and promote the organisation appropriately

Reporting & Evaluation

- Attend staff meetings and provide written and verbal reports on the status of projects as requested
- Facilitate and participate in evaluation processes as required
- Monitor and evaluate project and program outcomes against objectives and strategies

KEY SELECTION CRITERIA

1. Tertiary qualifications in health promotion, human movement, public health, sport management or a related discipline and / or appropriate equivalent work experience.
2. Knowledge and experience in project planning, implementation, management and evaluation.
3. Knowledge of the Australian sport and active recreation industry, particularly at community level.
4. Ability to engage with a broad range of population groups across specific ages, gender, people in rural and remote areas, socioeconomically disadvantaged people, people with a disability, Indigenous and CALD communities, etc.
5. Understanding of the principles of health promotion and its application in a community sport and recreation setting.
6. Understanding of the principles of community development to achieve sustainable outcomes.
7. Ability to facilitate small group activities / consultations.
8. Strong organisation and time management skills.
9. Strong written and verbal communication skills.
10. Current driver's licence.

FURTHER INFORMATION

Further information regarding this position can be obtained by contacting Michael Flynn – Executive Officer on (03) 5331 6966, 0400 886 820 or michaelf@sportscentral.org.au.