



Sports Central

Strengthening the Central Highlands sport and active recreation sector to promote active and inclusive communities.

Barkly Square, 25-39 Barkly Street, Ballarat VIC 3350
03 5331 6966 info@sportscentral.org.au www.sportscentral.org.au

POSITION DESCRIPTION

POSITION TITLE	Project Coordinator
CLASSIFICATION	Level 2/3 Social and Community Services Industry Award July 1 2012
RESPONSIBLE TO	Programs Manager
KEY RELATIONSHIPS	Internal: Executive Officer, Programs Manager, Project Coordinators, Club Development Consultants, Intern and Work Experience Students. External: People with a Disability, Participants, Volunteers, Coaches, Clubs, Associations, State and National Sporting Organisations, Community Organisations, Local Government, Funding Partners
TIME ALLOCATION	53.2 hours per fortnight (0.7 EFT)
CONTRACT LENGTH	Contracted until June 30, 2027, with the opportunity for extension subject to funding confirmation.

ORGANISATION OVERVIEW

Sports Central is one of nine Regional Sport Assemblies operating throughout Victoria. Based in Ballarat, the organisation supports the development of a strong and inclusive sport and active recreation sector across six shires in the Central Highlands, including Ararat Rural City Council, City of Ballarat, Golden Plains, Hepburn, Moorabool, and Pyrenees shires. Sports Central is a not-for-profit organisation, delivering across several funded programs through long standing government partnerships and a range of professional services.

Sports Central's purpose is to strengthen a Central Highlands sport and active recreation sector that promotes active and inclusive communities. The organisation's guiding principles are inclusion, empowerment, community, collaboration, innovation and integrity.

Sports Central deliver community impact across the strategic pillars and goals of:

1. Strong and Inclusive Clubs, Leagues and Facilities

- Development and Support: Local sport and active recreation organisations are stronger and more sustainable.
- Welcoming and Inclusive: Local sport and active recreation organisations offer more environments and program where everyone in the community is welcome and support to participate.

2. Active and Healthy Communities

- Participation: The local community is healthier and more active through participation in sport and active recreation.

Healthy and Safe Communities: Local sport and active recreation organisations promote healthier and safer programs and environments for their community.

PURPOSE

The Project Coordinator position will work across all programs and services delivered by Sports Central, taking a lead on youth and inclusive participation initiatives.

VicHealth – Regional Sport Partnership

The Regional Sport Partnership aims to improve the health and wellbeing of rural and regional children and young people by working with partners to:

- Provide more suitable sport, recreation and play opportunities for physical activity and social connection through sport clubs/facilities, schools, the natural environment or other community spaces,
- Strengthen and improve local and/or systemic enablers that support involvement and participation in sport, active recreation and play, and
- Remove, mitigate or reduce the impact of local and/or systemic barriers that limit involvement and participation in sport, active recreation and play.

The aims of the program are achieved through the delivery of a range of community sport and active recreation development services including:

- Supporting the development of new participation projects,
- Advocating for the voice of young people to be promoted in the development of new initiatives,

- Promoting pathways in sport and active recreation for young people, and
- Breaking down barriers to participation for young people in our region.

*The program objectives and strategies are subject to minor change, pending the confirmation of the 2025-27 program scope.

Sport and Recreation Victoria – Together More Active Program

The Together More Active Program aims to:

- Promote a sustainable regional sport and active recreation system with the capacity to deliver broad and inclusive participation opportunities, and
- Increase the equity, diversity and inclusiveness of sport and active recreation across rural and regional Victoria.

The aims of the program are achieved through the delivery of a range of club and association development services including:

- One on one tailored support,
- Workshops and presentations,
- Promotion of resources and information, and
- Resource and strategy development.

Sport and Recreation Victoria – Sustainable Volunteer Workforce Program

The Lead Connect Grow Program is designed to address key opportunities within the Central Highlands region to strengthen and evolve the region's sport and recreation sector workforce. The program aims to develop more inclusive and sustainable organisations through the development of a skilled and innovative workforce that better reflects its community.

The program aims to:

- Strengthen the workforce by increasing opportunities available to women and girls
- Diversify and grow the volunteer and paid workforce through inclusive club action planning
- Build more sustainable organisations through future skills mapping and innovative practice
- Better connect the sport volunteer workforce
- Promote leading industry practices across the Central Highlands and showcase our success stories

Professional Services

The role will deliver and support the delivery of a range of professional services offered by Sports Central, including:

- Strategic and participation planning,
- Policy and governance reviews,
- Workshops and presentations across a range of topics, and
- Bespoke support services as required by community.

General Project Delivery

The position will also support a range of other projects and services delivered for the organisation. These include the direct delivery of participation projects and clinics, and health promotion projects and presentation as required.

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 and service opportunities.
- Ensure that specific projects operate within the appropriate funding and service frameworks.
- Develop collaborative partnerships and networks to meet program and service objectives.
- 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 human movement, sport management, health promotion, sports coaching, education or a related discipline and / or appropriate equivalent work experience.
2. Knowledge and experience in project planning, implementation, management and evaluation.
3. Knowledge and experience in the Australian or International 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 community development.
6. Strong organisation and time management skills.
7. Strong written and verbal communication skills.
8. Demonstrated ability to and facilitate group presentation/ activities/ consultations.
9. Hold a current driver's licence.

FURTHER INFORMATION

Further information regarding this position can be obtained by contacting Michael Flynn – Executive Officer or Andrew Milligan – Programs Manager on 5331 6966 or recruitment@sportscentral.org.au.