



## 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

<b>Position Title</b>	Project Coordinator – Equity and Respect Lead
<b>Classification</b>	Level 2/3 Social and Community Services Industry Award 2010
<b>Responsible To</b>	Programs Manager
<b>Key Relationships</b>	Internal: Executive Officer, Programs Manager, Project Coordinators, Club Development Consultants, Marketing Officer, Intern and Work Experience Students. External: Clubs, Associations, State and National Sporting Organisations, Community Organisations, Local Government, Funding Partners, Participants, Volunteers, Coaches, Community Members
<b>Time Allocation</b>	76 hours per fortnight (1.0 EFT)
<b>Contract Length</b>	Contracted until June 30, 2027, with the potential for extension subject to funding.

### 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 a number of programs and services delivered by Sports Central, taking a lead on Respect Ballarat, Respect Victoria, Equity and Inclusion programs and services.

### **Respect Victoria - Respect in Sport Ballarat**

The program aims to engage and enable local sporting leaders to identify and implement ways they can make a difference in their sport and promote a stronger safer pathway for women and girls in our community. The initiatives within this program will increase the capabilities, knowledge and action to promote safe and equal sporting opportunities and settings while addressing the drivers of gendered violence through prevention. The project will deliver a multi strategy whole of sport system approach aimed at impacting the drivers of gendered violence across the local sporting sector that match the needs of our local clubs and associations with the needs of their community. The program will:

- Bring industry leading and regionally developed sport and gender equity tools and resources to the Ballarat community.
- Expand the delivery of inclusive club programs
- Expand the delivery of the Coaches and Leaders Circle.
- Deliver club and association capacity building activities to promote the Fair Access policy.
- Strengthen partnerships and opportunities to promote equity, respect and safety in sport.

### **Respect Ballarat – Allies in Sport**

Allies in Sport aims to promote safe and respectful sport for women and girls by engaging influential men as allies to champion healthy masculinity, gender equality and respectful behaviours. By equipping these leaders with practical strategies and resources and bringing together a group of likeminded peers, the project aims to create safer, more inclusive sporting cultures that encourage women and girls participation and leadership while strengthening community cohesion while promoting a safer sporting community free from gendered violence and inequity.

The project will:

- Engage Ballarat-based sporting clubs and associations in a gender equality and prevention of violence initiatives.

- Build knowledge and confidence among male leaders to challenge harmful stereotypes and promote respectful behaviours.
- Mobilise male allies to co-design practical solutions for inclusive leadership and gender-responsive coaching.
- Develop legacy resources and action agreements to sustain cultural change beyond the project period.

### **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,
- Grant writing and fundraising activities,
- Participation and workforce planning, and
- Bespoke support services as required by community.

### **General Project Delivery Support**

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. Experience working with community sporting organisations, committees, coaches and administrators across gender equity and female participation activities.
5. 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.
6. Understanding of the principles of community development to achieve sustainable outcomes.
7. Strong organisation and time management skills.
8. Strong written and verbal communication skills.
9. Ability to facilitate group presentation/activities/consultations.
10. Hold a current driver's licence or have access to reliable independent transport.
11. Hold a current and valid Working with Children Check

## 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](mailto:recruitment@sportscentral.org.au).