

Position Description

Position Details:

Position Title:	Lead Sport & Recreation Development Officer
Department:	Sport North East
Classification Level:	Educational Services (Post-Secondary) Education Award 2020, General Staff Level 7
Position Status:	Full Time, Ongoing
EFT:	1.0
Location:	Wangaratta

Signatories and endorsements:

Manager Title:	Chief Executive Officer
Manager Signature:	
Incumbent Name:	
Incumbent Signature:	

The Centre encourages all people of diverse backgrounds to apply to join its team including but not limited to Aboriginal and Torres Strait Islander (ATSI), Culturally and Linguistically Diverse (CALD), Sex, sexuality and gender diverse (LGBTQIA+) community and those living with a disability.

Position summary

The Lead Sport & Recreation Development Officer is responsible to leading the Sport North East team to:

- Promote the benefits of and inclusion in sport and recreation across the LGAs or Wangaratta, Wodonga, Indigo, Alpine and Towong.
- Design, co-ordinate and facilitate opportunities for participation in sport and active recreation
- Support and build the capacity of sports and recreation clubs across the region
- Deliver projects to meet objectives, time frames and within budget

TOID: 4172	Position Description – Sport and Recreation Development Officer	V4	Date of Preparation 02/2023	Page 1 of 6
-------------------	---	----	--------------------------------	-------------

Position Description

About The Centre

Our Vision

Bright futures, thriving communities

Our Purpose

We exist to unlock hope and potential, create positive connections and achieve rewarding opportunities with our people and communities.

Our values and behaviours

These values and behaviours guide us in how we do things at The Centre. Their purpose is to guide the Board, management, staff and our learners and clients as they interact with us and our communities.

Respect

We respect the right of all people to access opportunities to learn, grow and achieve the goals that are appropriate for them as an individual within their own circumstances.

Integrity

We value excellence and accountability in everything we do. We are committed to always being honest and trustworthy.

Empathy

We provide a safe environment that embraces diversity and equality. We value every person's potential and their right to take action to improve their lives.

Collaboration

We work in partnership with stakeholders, using their knowledge and skills and our own to create programs and services that add value to the lives of our people and communities.

For additional information relating to joining us and working at The Centre, please refer to Our Culture on our website.

Organisational environment

The Centre for Continuing Education Inc is a Registered Training Organisation (RTO) providing vocational education and training, and other learning and education programs in communities throughout the Victorian Hume region, including both large and smaller regional locations. The Centre, a community-owned not-for-profit adult and community education college, was established over 55 years ago. It operates a unique blend of community building programs, learner engagement support and education programs for people with low educational attainment and multiple challenges through to people seeking entry into the workforce. The Centre also offers a range of community programs to build the capacity of and achieve beneficial outcomes for our communities throughout the Hume region.

TOID: 4172	Position Description – Sport and Recreation Development Officer	V4	Date of Preparation 02/2023	Page 2 of 6
-------------------	--	----	--------------------------------	-------------

Position Description

This provides us with significant opportunities to support and work with people in the community to overcome barriers and challenges to enable them to fully participate socially and economically in our communities.

The Centre operates out of campuses in Wangaratta and Seymour, and through local partnerships throughout the Hume Region.

The Centre's departments are:

1. Vocational Education and Training (VET)
2. Community Engagement, Support and Employment (ESE)
3. Sport North East (Regional Sports Assembly)

The Centre is a Child Safe organisation, committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

The Centre is committed to building and nurturing a workplace that is free from discrimination, victimisation and allows for equal opportunity, including employment of Aboriginal and Torres Strait Islander people.

Reporting relationships

Reports to:	Chief Executive Officer
Supervises:	Nil

Contacts

Internal relationships	All staff at The Centre
External relationships	Other Regional Sports Assemblies, Regional Sport Victoria, sporting clubs leagues and associations, state/national Sporting Associations, local community organisations and groups, volunteer involved organisations, volunteer sector networks, sport and active recreation sector networks, various government and funding bodies, local government, community stakeholders and The Centre's stakeholders and partners

The Centre operates through a collaborative, team-based structure.

Resource delegation

Budgeted purchasing delegation as per The Centre's Instrument of Delegations.

TOID: 4172	Position Description – Sport and Recreation Development Officer	V4	Date of Preparation 02/2023	Page 3 of 6
-------------------	---	----	--------------------------------	-------------

Position Description

Key responsibility areas (KRAs)

1 Role Specific

1.1 Project Coordination and Support

- 1.1.1 Ensure projects operate within the relevant funding and service frameworks and project timelines, to achieve contracted outcomes.
- 1.1.2 Research community needs, undertake community consultation and liaise with key stakeholders identifying key issues, service gaps and development opportunities.
- 1.1.3 Develop, pilot and expand health, sport and active recreation initiatives in north east Victoria.
- 1.1.4 Develop and present workshops to sporting club representatives.
- 1.1.5 Develop collaborative partnerships and networks that support project outcomes.
- 1.1.6 Provide support to other Sport North East team members with initiatives as required.

1.2 Marketing and promotion

- 1.2.1 Promote and develop increased awareness of health, sport and active recreation in north east Victoria.
- 1.2.2 Prepare relevant promotional information for a range of media, including electronic media.
- 1.2.3 Appropriately represent and promote Sport North East and The Centre.

1.3 Researching, planning, reporting and evaluation

- 1.3.1 Establish an evidence base for initiatives through researching population demographics; trends in sport, recreation and physical activity; and local community needs (including local sporting clubs and groups).
- 1.3.2 Develop and implement project plans within service frameworks and contracted outcomes.
- 1.3.3 Participate in project, department and The Centre's planning events.
- 1.3.4 Monitor and evaluate outcomes against project and Sport North East objectives and strategies.
- 1.3.5 Provide written and verbal reports on the status of initiatives/projects/programs as requested.

2 General

As a staff member of The Centre:

- 2.1 Contribute to The Centre's commitment to providing a child safe environment. This includes compliance with and support of The Centre's Child Safe Policy and related procedures, and Child Safe Code of Conduct.
- 2.2 Contribute to the process of continuous improvement, including new initiatives of The Centre.

TOID: 4172	Position Description – Sport and Recreation Development Officer	V4	Date of Preparation 02/2023	Page 4 of 6
-------------------	---	----	--------------------------------	-------------

Position Description

- 2.3 Comply with the Code of Conduct and all policies and procedures of The Centre.
- 2.4 Comply with OH&S and Equal Employment Opportunity (EEO) requirements of The Centre.
- 2.5 Maintain excellence in customer service, a respectful and inclusive attitude to diversity, and commitment to continuous learning and improvement, to support The Centre's strategic growth and development.

Note: The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Specific performance targets will be negotiated as part of The Centre's regular performance planning and review process.

Accountability and authority

The incumbent will work within The Centre's policies, procedures, quality management processes and compliance requirements.

Additional information

A six-month probationary period applies to this position.

The incumbent may be required to travel as part of completing the required duties of the role.

Skills, knowledge and abilities

Required key selection criteria (these criteria only to be addressed in employment application)

1. Project management skills and experience in project and/or event planning, implementation and evaluation.
2. Knowledge and experience within the sport and recreation industry and club-based environments (or demonstrated ability to quickly develop an understanding of new sectors).
3. Demonstrated ability to communicate and collaborate with a wide range of stakeholders across sport and recreation, government, community organisations and corporate sectors to achieve project/initiative/program outcomes.
4. Demonstrated ability in evidence-based program development and evaluation.

Other required skills and knowledge

1. Strong communication and interpersonal skills that include the ability to provide open and honest feedback in a respectful manner.
2. Demonstrated ability to work autonomously, and as part of a team to develop and achieve team goals and program outcomes.
3. Demonstrated initiative and ability to adapt to change, a positive can-do attitude and willingness to accept responsibility for decisions and actions.

TOID: 4172	Position Description – Sport and Recreation Development Officer	V4	Date of Preparation 02/2023	Page 5 of 6
-------------------	---	----	--------------------------------	-------------

Position Description

4. Strong time management skills with the ability to multi-task and deliver to required timeframes while maintaining a high attention to detail.
5. Excellent verbal, written and interpersonal skills
6. Strong computer skills with experience using Microsoft Outlook, Word, Excel and databases.
7. Ability to exercise discretion and maintain confidentiality within legal constraints around this.

Highly Desirable

- Experience and understanding in using health promotion and community development approaches to support individuals and communities achieve better health outcomes through physical activity.
- Experience in working with diverse population groups.
- Skills and experience in developing and using online platforms and social media.

Qualifications and Licences	Essential/Preferable
Tertiary qualifications in health promotion, community development, public health, sports management, business management or related discipline (Bachelor degree or higher - post graduate qualifications highly preferred)	Highly Desirable
Current employee Victorian Working with Children Check Card (WCC)	Essential
Satisfactory National Police Records Check	Essential
Current Australian Drivers Licence	Essential

Salary and conditions

- The Centre is a registered charity and holds Public Benevolent Institution status. Salary packaging is available.
- Staff participate in developing their Individual Performance Plans each year.
- The Centre is committed to supporting professional development of its staff, which is established through each staff member's Individual Learning and Development Plan.

TOID: 4172	Position Description – Sport and Recreation Development Officer	V4	Date of Preparation 02/2023	Page 6 of 6
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