

Position description

Position title:	Sports Development Coordinator	Date:	1/12/2020
Level:	Social, Community, Home Care and Disability Services Industry Award 2010	Salary:	Based on Level 4.1 Award and relevant penalties
Reports to:	Youth Services Manager	Dept:	Youth Services
Approved by:	CEO	Supervises:	Sports and Recreation Workers and Volunteers
Location:	Yuendumu, NT	Employment Details:	12 month Fixed Term Contract

Position specifications

Primary purpose of the position

The Sports Development Coordinator role is a new position to address an identified gap in WYDAC's implementation of GMAAAC funded sports contracts and support services. Over the last few years, the amount of funding to support sporting activities allocated by GMAAAC committees has increased significantly. We have identified a particular need to support more female participation in sporting activities.

The position will be based in Yuendumu with occasional travel to Willowra, Nyirripi and Alice Springs, which may include overnight stays.

Reporting relationships

The Sports Development Coordinator reports directly to the Youth Services Manager and is responsible to the CEO and the WYDAC Board.

Supervision of Staff

The Sports Development Coordinator will directly supervise WYDAC sports employees in Yuendumu and assist with supervision for sports employees in Willowra and Nyirripi.

Duties and responsibilities

Primary duties

The following areas are critical to the role and constitute the primary duties required to be successful in fulfilling the duties associated with this position and other duties as directed.

- Manage the deliverables for WYDAC's Yuendumu GMAAAC sporting contracts, including collection of data and reporting requirements.
- Provide governance and planning support to local community sporting clubs (ie. Yuendumu Magpies Football Club).
- Encourage and facilitate greater participation in sporting activities for women in our communities.
- Support local sporting competitions, such as Yuendumu Sports Weekend and the Tanami Football League competition.
- Ensure local Sports Workers receive adequate support, training and development with the aim to maintain high levels of Warlpiri staff across the GMAAAC funded sports activities.
- Assist local teams with their participation in external sporting competitions, ie. AFL Alice Springs competition, community sports weekends.
- Explore and help facilitate sports training and development opportunities for sporting clubs, players, coaches and umpires.
- Manage the Yuendumu sports buses and drivers, including assisting community members to obtain LR truck licences (required to drive the sports buses).
- Assist with the purchasing of uniforms and other sports equipment.
- Look for funding opportunities to increase sports activities and sports employment in or communities.

Secondary duties

- Liaise with external sporting associations (ie. AFL NT, Softball NT, Basketball NT) and other stakeholders (ie. NTG Sport, Right Tracks, Congress, Clontarf).
- Help to facilitate community sports clubs use of the local swimming pool.
- Encourage the introduction and participation in new sports, ie. volleyball, water polo.

Person specifications

All staff competencies

Core attributes

To contribute to a successful and enterprising culture at WYDAC, each staff member is expected to demonstrate the following key behavioural attributes:

- being trusted, authentic and self-aware by establishing credibility, and being honest, reliable, accountable, and responsive
- taking initiative and delivering results by seizing opportunities and being outcome and client/young person/Warlpiri community focused
- providing solutions through logical, creative and innovative thinking and timely, transparent and consultative decision making
- communicating with impact by displaying clarity, diplomacy, persuasiveness and sensitivity
- leading and working well with others by displaying conviction and resilience, working collaboratively, motivating others and mobilizing influence.

Performance development and management

- Participating in the WYDAC Performance Development and Management process.

Workplace Health and Safety (WHS) risk management

- Ensuring that all employees are instructed in and aware of WHS/risk management practices and policies and that these are observed, carried out and enforced.
- Ensuring that all staff develop an understanding of all WYDAC policies and procedures that relate to the minimisation of risk and that duties are performed in a safe and professional manner without causing personal injury or financial loss to themselves, other employees, contractors or the public.
- Developing an understanding of all WYDAC policies and procedures that relate to WHS and the minimisation of risk.
- Performing duties in a safe and professional manner without causing injury or financial loss to themselves, other employees, contractors or the public
- Reporting any injury, illness, asset of financial loss, hazard and near miss incident to their manager as soon as they are detected in accordance with WYDAC procedures.
- Complying with safety directions agreed between management and the employees through the consultation process.
- Cooperating with management when action is taken by them to comply with the WHS Act (2011) and risk management.
- Participating in workplace inspections, audits and risk assessments.

Key job competencies

Qualifications, knowledge and skills and experience

Essential criteria

- Demonstrated leadership ability to encourage participation in sporting activities.
- Certificate IV in Sport and Recreation (or similar) or equivalent relevant experience.
- An ability to communicate effectively and sensitively with Aboriginal people and respond with respect to Aboriginal Leadership.
- Light Rigid (or higher) Truck Licence or willingness to obtain LR Licence (required to drive sports buses)
- Availability to undertake overnight travel to remote communities as may be occasionally required
- Current First Aid and CPR Certificate (or willingness to update or obtain).
- Excellent written and oral communication skills.
- Ability to work effectively as part of team.
- Full C Class Open Driver's Licence (manual or willingness to acquire a manual Licence)
- Applicants will be required to obtain a National criminal history check and Working with Children clearance – Ochre Card (on acceptance of position, and conditional to contract offer).

Desirable criteria

- Experiencing working with remote Indigenous communities.
- A knowledge and understanding of Aboriginal culture as well as a range of contemporary issues affecting remote Indigenous people.

Endorsement

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature (CEO) _____ Date ____/____/____

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Signature (Employee) _____ Date ____/____/____