



Position Description

Cultural Diversity Officer
Strength for Life

Position Description:

Cultural Diversity Officer – Strength for Life

General Details	
Title: Cultural Diversity Officer - Strength for Life	Classification: Level 5.1 SCHADS Award
Reports to: General Manager	Industrial:
Program/Unit: Programs	Direct Reports:
Role Purpose	

This role has as its key focus to increase and promote the range of progressive resistance strength training opportunities for people from CALD communities (Over 50 years old) and/or Indigenous people (over 40 for Indigenous and Torres Strait Islanders), in a variety of settings, through the implementation of the Strength for Life project in South Australia.

Function	Key Responsibilities	
Core Business	Networking amongst diverse communities (including in regional SA) to recruit, support and resource strength training providers, through the Strength for Life Endorsement Scheme to maximize the range, quality and accessibility of options for older people to participate in strength-based training.	
Administration	Maintain accurate records of all material and information relating to the project.	
Reporting	Prepare progress and evaluation reports in accordance with funding agreement.	
Selection Criteria		
	Essential	Desirable
Training/ Qualifications	<ul style="list-style-type: none">▪ Qualifications or equivalent experience in fitness or a related discipline such as exercise physiology, health promotion, primary health care, community development.	<ul style="list-style-type: none">• Project management• Cultural awareness and sensitivity training, or equivalent
Experience/ Knowledge	<ul style="list-style-type: none">▪ Proven experience engaging culturally diverse communities including CALD and/or Indigenous▪ Demonstrated experience developing partnerships between NFP, businesses, community organisations, and/or government.▪ Demonstrated knowledge of progressive strength training and balance strategies for people over 50 years of age.▪ Experience in project management including resource management, impact evaluation and reporting	<ul style="list-style-type: none">• Well-established networks in CALD and/or Indigenous communities within South Australia• Direct experience delivering fitness and wellbeing programs to older people• Familiarity with not-for-profit operating environment

	<ul style="list-style-type: none"> ▪ Proven experience working to successfully achieve KPIs in a community, NFP or health and fitness setting ▪ Knowledge of Workplace Health and Safety principles. 	
Skills/ Abilities	<ul style="list-style-type: none"> • Proven ability to work effectively with a wide range of people including older people of varying ethnic and linguistic backgrounds, aged care/fitness and health providers and researchers. ▪ Strong networking skills ▪ Excellent written and verbal communication skills ▪ Ability to build rapport with others, including older people, fitness providers and colleagues ▪ Ability to prepare and professionally undertake public speaking engagements and presentations. ▪ High level of competence with Microsoft Office Suite ▪ High level of competence using databases and CRM systems ▪ Strong commitment to professional development, personal health and wellbeing 	<ul style="list-style-type: none"> • Familiar with Zoho database system
Licenses/ Certificates	<ul style="list-style-type: none"> • Current police clearance for working with vulnerable people • Maintenance of a full, unrestricted South Australian Driver's License 	

Special Conditions

- COTA SA strongly encourages applications from candidates identifying as CALD or Indigenous.
- Duties of the position may vary according to business needs.
- Regular intrastate travel is required.
- Some interstate travel may be required.
- There may be a requirement to work outside of normal business hours.
- A laptop and phone will be provided as part of the role.
- As COTA SA is currently operating as a remote workplace you will work initially from your home office and from COTA SA's Adelaide city offices from January 2021.

Supervisor Signature: _____

Print name: _____

Date: _____

Employee Signature: _____

Print name: _____

Date: _____