



Loddon Campaspe Sports Assembly Inc.
 Trading as Sports Focus
 14 Nolan Street
 Bendigo VIC 3550

Phone: (03) 5442 3101
 Fax: (03) 5442 3878
 Website: www.sportsfocus.com.au
 Socials: @SportsFocus83

POSITION DESCRIPTION

POSITION TITLE:	PART-TIME PROJECT COORDINATOR – Regional Sport Partnership
CLASSIFICATION:	Social, Community, Home Care and Disability Services Industry Award 2010
LOCATION:	14 Nolan Street, BENDIGO
RESPONSIBLE TO:	Program Manager
DIRECT REPORTS:	Nil
CRITICAL RELATIONSHIPS:	Program Manager, Business Manager, Project Coordinators and Sport and Active Recreation Clubs.
TIME ALLOCATION:	0.5 EFT – 19 hours per week/5 day fortnight
TENURE:	Fixed term – 30 June 2022

POSITION SUMMARY

Organisation:

The Loddon Campaspe Sports Assembly trading as; Sports Focus is a non-profit organisation established in 1983 by Sport and Recreation Victoria. Sports Focus' mission is to support the development of a sustainable sport and active recreation sector. The organisation is governed by a volunteer Board of Management and is supported to coordinate and implement a diverse range of programs and services in response to community need and funding provider guidelines. Sports Focus services the six local government regions of Campaspe, Central Goldfields, Greater Bendigo, Loddon, Macedon Ranges and Mount Alexander. Our primary funding is provided through Sport and Recreation Victoria to deliver the Together More Active Program and VicHealth for the delivery of the Regional Sports Partnership.

Primary Outcomes:

As the Project Coordinator, your primary role is to achieve the following outcomes from a range of projects undertaken:

1. Create neighbourhoods and spaces where people feel safe, welcome and confident to be active.
2. Improve access to healthy, sustainable, affordable and culturally appropriate food.
3. Build meaningful social connections and inclusive environments.
4. To promote the benefits of welcoming and inclusive sport and active recreation through; the provision of information and advocacy at industry networking forums.

These project outcomes are to be achieved through a broader framework that embraces; sustainability, best practice, partnerships/collaboration and innovation in project planning, implementation and evaluation.

Qualifications:

To enhance your opportunity for success in this position, it is desirable that you hold a Bachelor Degree in Public Health (Health Promotion).

Duties & Responsibilities:

Your role in the organisation is to support the development of inclusive opportunities for all members of the community, especially young people and those that face greater barriers to health and wellbeing. Your proactive and creative approach will recognise and embrace environments that encourage active and inclusive participation, whilst supporting the development of strong, resilient and connected communities. Your ability to develop and nurture relationships with key stakeholders, including the sport and active recreation sector, will ensure you achieve the outcomes expected from our funding partner. As an indicative guide you will have the following key responsibilities;

General:

- . Prompt response and support to community requests.
- . Basic knowledge and understanding of the organisation's Policies and Procedures manual and the application of its directives.
- . Maintain the applicable information systems in accordance with organisational guidelines.

Project Management:

- . Ensure that specific projects operate within the appropriate funding & service frameworks.
- . Participate in planning processes both internal and external.

- . Attend relevant industry forums and meetings.
- . Liaise with the external organisations identified as key stakeholders in the delivery of the program.
- . Be prepared to work in accordance with the operating hours of the sector you service in order to maximise the benefits of the program.
- . Undertake community consultation processes to gain a better understanding of the cohort you're working with so a co-design process can be facilitated.
- . Identify key issues, service gaps and development opportunities in relation to the provision of sustainable active and inclusive participation environments.
- . Develop collaborative partnerships and networks within the community that support the development of strategies for increasing access and participation by young people and those facing barriers to improved health and wellbeing.
- . Where necessary act as an advocate for specific population groups.
- . Coordinate education, training and capacity building activities as required.
- . Ensure timely and accurate data entry into the Sports Focus data collection platform.

Marketing & Promotion:

- . Prepare any relevant information for advertising and social media promotion in accordance with the Sports Focus Style Guide and in line with the relevant policies.
- . Appropriately represent and promote Sports Focus.
- . Assist in the continued development and maintenance of the Sports Focus website.
- . Maintain the Sports Focus image in accordance with its policies and procedures manual.

Reporting & Evaluation:

- . Attend Sports Focus Team Meetings and provide written and verbal reports on the status of the program as requested.
- . Monitor and evaluate outcomes against program objectives and strategies.
- . Where necessary facilitate and participate in the external program evaluation processes.

Key Selection Criteria:

- . Tertiary qualification in Health Promotion.
- . Knowledge of the sport and active recreation industry, particularly at a community club level.

- . Experience in project and/or event planning, implementation and evaluation.
- . Understanding of how to engage a broad range of population groups Eg: young people, people from low socio-economic backgrounds, people with a disability etc
- . Well developed organisation and time management skills.
- . Sound written and verbal communication skills.
- . Ability to work unsupervised and as part of a small team.
- . Current driver's licence.
- . Eligibility to obtain a Working with Children Check.

Further Information:

Further information regarding this position can be obtained by contacting either Shelley Mulqueen or Stuart Craig at Sports Focus on 5442 3101 or by email; admin@sportsfocus.com.au