

Position Description: Community Programs Coordinator

Position Details:

Reports to	Manager: Programs & Partnerships
Work location	Traralgon Office
Employment Type & tenure (if applicable)	Full- part time (0.8-1.0 EFT) negotiable. Fixed Term until June 30, 2028 Any extension to this term is subject to sufficient, new and/or additional funding being secured by GippSport.
Classification and Remuneration	The position is classified under the Social Community Home Care & Disability Services Award as Level 3. The Pay Point will be determined depending on qualifications and experience of the successful candidate. The salary is \$80,006.68 per annum pro-rata plus 12% superannuation with 17.5% Leave Loading (\$40.49p/hr)
Terms, Conditions Award	The Social Community Home Care & Disability Services Industry Award 2010 (the Award) and the National Employment Standards (NES) are the minimum terms and conditions for this position unless otherwise specified.
Date (Created or reviewed)	Reviewed July 2026

The Position

The Community Programs Coordinator will be responsible for supporting the implementation and coordination of our sport and active recreation program portfolio. These programs, funded from a range of Victorian Government & Gippsland Local Government partnerships aim to increase participation with traditionally underrepresented cohorts in Gippsland sport, e.g.: children, young people, multicultural communities, First Nations people and people with a disability.

In collaboration with our key partners in the sport, active recreation and community development sector across Gippsland we will test and implement new approaches to increasing sport and physical activity outcomes.

The Community Programs Coordinator will ensure the high-quality delivery of GippSport's community program suite with the overall aims of:

- Engage with the community and our stakeholder network to grow our programs;
- Ensure GippSport complies with all contractual requirements for funded community programs or projects;

- Support the training and skill development of our program delivery team, and with them deliver high-quality programs in the community; and
- Ensure GippSport's high standards of work are maintained and reflected in the programs we deliver to the Gippsland community.

Working alongside the Manager: Programs & Partnerships, this opportunity is ideal for a highly organised and motivated individual. Experience in the administration of sport & recreation programs, the principles of community development and/or health promotion is preferred, but not essential.

GippSport

GippSport is the peak body for community sport in Gippsland. Our purpose is to enable a more active, healthy & inclusive Gippsland through Sport & Active Recreation.

GippSport is one of nine Regional Sports Assemblies across regional Victoria whose primary aim is to assist in facilitating the development of quality sporting and recreational opportunities for the communities they service.

GippSport develops and uses its wide-ranging networks, alliances and capacity to bring together diverse organisations to improve the health and wellbeing of people through participation in sport and recreation activities and delivery of professional community services.

Our values are:

- | | |
|-------------|-----------|
| • Inclusion | • Trust |
| • Access | • Respect |
| • Equity | • Honesty |

We support:

- Community sporting clubs, associations and local sport and physical activity providers to increase participation rates across Gippsland,
 - Programs and partnerships that results in more active and healthy communities,
 - People with a disability and of all abilities to achieve their goals, aspirations and a healthy lifestyle,
 - Aboriginal people to engage in community sport and recreation; and,
 - Strong partnerships with all Gippsland local government authorities especially in the development and implementation of their Municipal Public Health and Wellbeing Plans.
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Key Responsibilities & Duties

The Co-ordinator position will be supported by the Manager: Programs and Partnerships and will be collectively responsible for the delivery of GippSport's community sport and recreation program suite. Specifically, this includes:

Program coordination & delivery

- Working collaboratively with stakeholders and the community to implement relevant place-based sport and recreation programs
- Work collaboratively with GippSport's place-based co-ordinators to plan and evaluate programs in those locations.
- Support the development and implementation of a range of community engagement processes to identify local themes driving participation and build capacity of the people within each program:
 - Our coaches and deliverers, enabling high-quality programs
 - Our participants, enabling individual wellbeing outcomes
- Support promotion and marketing of the programs, as well as deliver your own programs as required in the weekly/term-based schedule.
- Actively participate in LGA networks and relevant meetings to improve the reach and impact of our programs.
- Liaise with partner community organisations and Local Governments to identify programming opportunities and respond to general enquiries.

Administrative & IT Duties

- Provide required information to the Executive Officer and Manager: Programs and Partnerships for reports necessary to funders according to required timelines.
- Ensure accurate program records are maintained.
- Accurately input data into our reporting systems.
- Frequently share data with GippSport's place-based co-ordinators to guide future work across our team.
- Regularly monitor and review our participation data to meet program KPIs and ensure high-quality delivery.
- Respond in a professional, helpful, and timely manner to any enquiry as authorised.

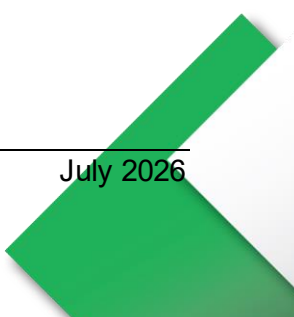
Other roles:

- Work in collaboration with the Communications Officer to support the creation and distribution of program promotional materials.
- Attend relevant meetings on behalf of GippSport.
- Support other GippSport team members and programs when able and as required; and,
- Any other tasks as reasonably given by the Executive Officer or Manager.

Position Description

Community Programs Co-ordinator

July 2026



Safeguarding children & young people

As part of your role, you will be working with young people, some of whom may be vulnerable. It is your obligation to always ensure their safety and report any concerns that you have, in line with GippSport's duty of care obligations. You will be required to regularly provide the necessary working with children, police records and reference checks.

GippSport has zero tolerance when it comes to abuse of any kind and may take disciplinary or other appropriate action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

Organisational Relationships

Reports to: Manager: Programs and Partnerships

Internal: All other GippSport teams, staff, clients, volunteers and Board Members (as required)

Direct Reports: Nil

Key Selection Criteria

Specialist knowledge and skills

- Demonstrated passion for working in the community sport and/or community development sector.
- Experience in coordinating sport, recreation and/or community programs achieving positive community outcomes.
- Demonstrated experience working in a cooperative team environment.
- High level communication skills to support engagement and collaboration with internal & external stakeholders. Experience working with diverse groups highly regarded.
- High level computer skills with demonstrated experience using content management systems, Microsoft Office software, and social media for business use.
- Ability to use initiative and work with limited direction and/or supervision as required.

Formal Qualifications and/or Experience

- Relevant tertiary qualifications and/or substantial experience in areas such as sport development, health promotion and/or community development
- Current Victorian Driver's licence - mandatory
- Current "National Police Name Check" and "Working with Children Check" - mandatory

Please consider the Key Responsibilities & Duties section above when formulating your responses to the key selection criteria.

Our preferred candidate will have the personal and behavioural skills following:

Planning

- Ability to perform administrative duties, organise and prioritise in a busy environment with multiple and conflicting demands
- Capacity to balance the need to operate independently or work as part of a team, as tasks require

Team Building

- Ability to provide reliable support to all team members and maintain a positive team spirit

Communication

- Ability to communicate effectively both internally and externally
- Professional telephone manner
- Excellent customer service skills
- Advanced written skills with a high attention to detail

Problem solving

- Ability to trouble shoot and problem solve
- Ability to work in a busy environment managing multiple tasks from across the organization.

Interpersonal

- Well-rounded inter-personal skill set with capacity to build strong team relationships, work effectively in a team environment and initiative process improvements where required
- Ability to empathise with community stakeholders to best facilitate project co-design processes
- Ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly

IT (Microsoft App Suite & other)

- Advanced skills in MS Office Suite, other MS apps (e.g. MS Teams) and Internet software packages
- Accurate typing & report writing
- Intermediate IT knowledge and troubleshooting skills

Behavioural Skills

- Highly self-motivated and proactive, efficient in the implementation of administrative duties
- Team player: ability to work effectively as a member of a passionate, dedicated and hardworking team.

Please consider the roles & responsibilities section above when formulating your responses to the key selection criteria.

Additional Information

Use of vehicles

The position will require travel across the broader Gippsland region.

GippSport has some pool cars which may be available, where personal cars are required to be used reasonable work-related travel expenses will be reimbursed as designated under the Award.

Hours of work

The hours of work will be 60.8 - 76 hours per fortnight with time in lieu on an hour for hour basis.

Due to the nature of this role and the community sport sector, evening and weekend work will be required at various times.

If further information is required, please contact:

Dan Poynton | **Executive Officer**

M: 0402 350 920 E: daniel@gippsport.com.au

or

Karen Ferguson | **Manager: Programs & Partnerships**

M: 0477 692 929 E: karen@gippsport.com.au

I confirm that I have read the above job description and understand my responsibilities as the **Community Programs Coordinator** with **GippSport**.

Signature of Community Programs Coordinator

Date

Print Name _____

Signature of Executive Officer

Date

Print Name _____

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