

Position Description

Program Coordinator Internship

30.4 hours per week per contract

BLIND SPORTS & RECREATION VICTORIA (BSRV)

BSRV is a small, thriving non-profit organisation, which is dedicated to improving the lives of people with vision loss through sport and recreation. BSRV is community-based, with no religious, political or specific cultural affiliations. Our programs are for all members of the Victorian community - regardless of religion, age, gender, cultural background or economic circumstances.

BSRV is governed by a Board of voluntary Board members responsible for good governance, setting strategic directions, providing executive oversight, setting and monitoring policy implementation, managing risk and managing accountability of BSRV operations and financial health.

Blind Sports and Recreation Victoria is a child safe organisation. All personnel are required to:

- undergo a current and satisfactory Victorian Police Check and National Police Check prior to commencing employment,
- undertake regular child safe training and maintain their currency, and
- implement BSRV child safe policies, procedures and practices in their work.

ABOUT THE ROLE

Background and purpose

BSRV's diverse and extensive sport and recreation programs are funded by a range of supporters and partners – local, state and federal governments; philanthropic and sporting organisations, businesses and private individuals. Drawing on the support of volunteers, BSRV Ambassadors, our collaborative partners and stakeholders, our programs help to:

- promote fitness, well-being, social connection and community involvement
- provide opportunities for leadership and skill development, and

- provide pathways and opportunities for employment and volunteering.

The role of the Program Coordinator Intern is to meaningfully engage people with vision loss in recreation and healthy physical activity with others through a range of programs. Stakeholders include volunteers; community organisations and members and local government. This exciting and varied role aims to maximise participation opportunities for learning and skill development by supporting and motivating participants and volunteers in sport and recreation activities, attracting new participants, and building networks with sporting and recreational organisations and groups. The successful incumbent will be involved in assisting with the coordination of BSRV programs and projects – under the guidance of a BSRV Program Manager.

Position summary

Reporting to the BSRV Program Manager, the Program Coordinator Intern will undertake professional development in Program Coordination, and support:

- applications for grants and philanthropic funding to support the delivery of programs and initiatives
- coordinate delivery of nominated programs to meet contract or agreement requirements
- monitor achievement of nominated program/project deliverables – including reporting and acquittal requirements
- advocate for and promote opportunities for people with vision loss to meaningfully participate in sport and recreation activities
- develop networks and connections with stakeholders to expand participation opportunities for people with vision loss
- support sport and recreation staff and volunteers to develop their skills in assisting people with vision loss to participate in sport and recreation activities.
- support the Delivery of Vision Loss Awareness training.

RESPONSIBILITIES

Program coordination

Participant pathways

- Triage participant referrals - referring to relevant BSRV personnel.
- Work to ensure a fulfilling and supported participant journey with BSRV by assisting individuals to participate in the sport or recreation activities of their choice.
- Work with BSRV staff and stakeholders to create and expand opportunities for people who have vision loss to improve their health and well-being.

Project/program coordination

- Where relevant, receive participant referrals and engage new participants with vision loss - working with a range of stakeholders to ensure their specific needs and requirements are met.
 - Undertake research for program/projects – including needs and viability analyses, enablers and barriers to participation for people with vision loss.
 - Provide input into project management/coordination strategies and documentation, including accessibility audits of programs, risk management and program/project plans and reporting.
 - Support logistics for nominated programs – including any relevant permits and OH&S considerations.
 - Provide input into program evaluation; including administering and collating surveys and feedback from participants, volunteers and stakeholders.
 - Provide input into budget development and oversight.
 - Assist in producing reports and acquittals per program contract/agreement requirements.
 - Provide support and advice on programming and other operational matters to other BSRV staff as required.
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Volunteer engagement

- Source reliable and enthusiastic volunteers to support participants with vision loss.
 - Recruit volunteers as required
 - Refer volunteers to the appropriate staff members for induction and training.
 - Liaise with and follow-up with participants and volunteers as required.
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Stakeholder engagement

- Liaise with local government, disability agencies, sport and recreation providers and community agencies to promote BSRV and its sport and recreation programs.
 - Develop relationships with leisure facility providers, local clubs, Regional Sports Assemblies and State Sporting Associations to increase opportunities for participation by people with vision loss.
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Marketing and promotion

- Promote BSRV programs to stakeholders (including blindness/vision loss agencies and other community organisations) via a range of communication methods.
 - Assist in the delivery of Vision Loss Awareness training and contribute to the development of contextualized training for specific audiences.
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Administration

- Contribute to the development of data collection strategies and methods to enable accurate evaluation of BSRV programs and initiatives.
- Work with BSRV staff in maintaining an accurate database of volunteers and participants.
- Support the Program Manager to ensure Volunteer Agreements, Code of Conduct agreements, Position Descriptions and Child Safe training records are maintained.
- Provide input into grant applications, with support from BSRV staff and management as required.
- Other administrative duties as required.

QUALIFICATIONS AND EXPERIENCE

Required

- Experience working or volunteering for a community-based not-for-profit, community development, or sport/recreation organisation.
- Willingness to learn and develop program/project coordination, event management and community/stakeholder development skills.
- Experience in working or volunteering to support people with a disability

Highly desirable

- Prior experience in recruitment and interviewing or working with volunteers
- Writing project reports.
- Budget development and coordination
- Experience in leading/coordination volunteers.
- Lived experience of vision loss.

SKILLS AND QUALITIES

- A demonstrated understanding of challenges faced by people with a disability in meaningful participation and making contributions to their community.
- Ability to develop relationships with participants and volunteers and a genuine interest in people and their motivations.
- Demonstrated ability to be a constructive team contributor.
- Well-developed interpersonal skills, discretion and empathy.
- Organisational skills and attention to detail for planning and organising programs.
- Proactive approach and willingness to work under direction.
- Time management skills, including the ability to prioritise.
- Have a considered appreciation of differences in culture, religion and sexual orientation; and a willingness to work respectfully and flexibly with all people/stakeholders.

- Willingness to support BSRV's vision and objectives and communicate and demonstrate our values (below).
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BSRV VALUES

- Leadership
- Inclusion
- Participation
- Collaboration
- Respect
- Human Rights.

POSITION TERMS

This position is a fixed term contract.

- 30.4 hours per week – please note this is not a full-time role
- Flexible working days and hours by negotiation
- Ability to work remotely and from BSRV's Kooyong office, as agreed.

The position holder must also:

- Undergo a current and satisfactory Victorian Police Check and hold a Victorian Working with Children Check; upon which BSRV will confirm the offer of employment. BSRV is a child safe organization.
- Maintain eligibility to work in Australia
- Participate in a 3-month probationary period.

REPORTING

The role reports directly to BSRV's CEO/President.

WHAT WE OFFER

BSRV offers a flexible and supportive working environment; and work and life integration benefits to our staff. We are an Equal Employment Opportunity employer, and a Child Safe Organisation.