

Position Description: East Gippsland Program Coordinator

Position Details:

Reports to	Executive Officer
Work location	Bairnsdale, East Gippsland
Employment Type & tenure (if applicable)	Full time (1.0 EFT) Fixed Term until June 30 2022 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 Award as Level 4-5. The level will be determined depending on qualifications and experience of the successful candidate. The salary range is \$70,400 - \$80,300 per annum pro-rata plus 9.5% superannuation with 17.5% Leave Loading (\$35.63 -\$40.64p/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)	November 2020

The Position

The East Gippsland Program coordinator is responsible for developing and managing relationships between GippSport and its partners in the sport, active recreation and community development sector across East Gippsland.

Working alongside the Executive Officer, this opportunity is ideal for an individual with experience in building and managing strong and mutually beneficial partnerships with a good understanding of community development, health promotion as well as sport and recreation.

This role will focus on start-up of a number of new initiatives across the municipality to build sustainable and meaningful programs that create shared value and positive outcomes for the East Gippsland community as they recover from Bushfire as well as re-start from Covid19.

The fundamental objectives of the position are to:

- Coordinate and work closely with the Executive Officer, our funding bodies as well as GippSport program staff to develop and implement a range of programs and services with the East Gippsland community.

- Build the capacity of and support the community, in particular local sporting clubs, associations, community organisations in the East Gippsland region.
- Provide opportunities and environments for increased participation in sport, recreation and physical activity, with a strong focus on informal, social & modified sports programs.
- Implement a range of evaluation and impact measurements for the delivered programs to assist in the dissemination of learnings for service evidence, accountability, improvement and growth.

GippSport

GippSport is the peak body for community sport in Gippsland. Our purpose is to create 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
- Access
- Equity
- Trust
- Respect
- honesty

We support:

- Community sporting clubs, associations and local physical activity providers to enhance the delivery of active recreation opportunities and participation;
- Community development that results in more robust 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 Program Coordinator position will be responsible for the overall design and implementation of the East Gippsland program plans; these include:

Program coordination & delivery

- With the Executive Officer, lead the development and initiation of new projects including but not limited to, initial work plan development & team recruitment.
- Lead the development, implementation and improvement of our East Gippsland program plans to achieve the overall outcomes for the relevant funding body;
- Work within the allocated program budgets for our East Gippsland Programs
- Work with GippSport's program delivery teams to establish and periodically review, systems for data capturing enabling clear reporting against required stakeholder outcomes.
- Assist the Executive Officer in developing individual and team goals and work towards their achievement;
- Undertake actions to enable information sharing, communication and collaboration with our partners and across GippSport program teams
- Ensure appropriate and productive relationships with local community, partners, external organisations and funders
- Support and strengthen GippSport's role in regional and local stakeholder networks to facilitate best practice, evidence based, integrated policy and program development
- Attend and contribute to the activities of steering groups, committees and representative forums to support the work of GippSport and our community partners across Gippsland
- involvement in planning processes with partners such as State Sporting Associations, VicSport , Primary Care Partnerships and Local Government

Administrative & IT Duties

- Collect project reporting data and maintain reporting tools in Excel, Word, MS Teams and other required tools
- Investigate and be aware of the physical activity needs of the young people in the East Gippsland community
- Draft and proof reports, and other communications to stakeholders with diligent formatting of documents to ensure a consistent and professional end product
- Respond in a professional, helpful and timely manner to community inquiries as authorised.
- Maintain accurate and up to date data for the project as appropriate
- Develop report templates and other program promotion material in MS Office 365, Mailchimp, Canva, social media and/or other related software's

Other roles:

- Assist with program marketing such as social media, blog posts and through other mediums as necessary;
- Manage the East Gippsland programs inventory & equipment;
- Attend relevant networking events on behalf of GippSport; and,

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- Any other tasks as reasonably given by the Executive Officer.

As part of your role, you may 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: Executive Officer, GippSport and to the Department of Health and Human Services

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

Direct Reports: 2-4 Project Officer's (pending current funding submissions)

Key Selection Criteria

Specialist knowledge and skills

- Demonstrated experience and commitment to working in the Not for Profit, sport, health promotion and/or community development sector
- Highly developed interpersonal and communication skills and the ability to work as part of a team
- Demonstrated capability to develop, coordinate and implement projects, including, monitoring and evaluation of projects
- High level facilitation skills: workshops, meetings etc.
- Demonstrated ability to communicate effectively and work with people from different backgrounds and of all abilities
- Highly developed information technology skills and knowledge

Formal Qualifications and/or Experience

- Appropriate tertiary qualifications and/or substantial relevant experience in areas such as sport, recreation, health promotion and community development.
- Qualifications and /or experience in being a member of a diverse team in the sport, recreation, health promotion, community development, allied health or disability sectors.
- Proficiency in common business management systems and processes including: finance and budgeting; human resources; project management and information technology
- Current Victorian Driver's licence
- Current "National Police Name Check" and "Working with Children Check"

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

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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 (eg 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 East Gippsland and 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 76 hours per fortnight with time in lieu on an hour for hour basis.

Due to the nature of this role, 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

I confirm that I have read the above job description and understand my responsibilities as the **East Gippsland Program Coordinator** with **GippSport**.

Signature of East Gippsland Program Coordinator

Date

Print Name _____

Signature of Executive Officer

Date

Print Name _____