

Position Description

Program Officer: East Gippsland

POSITION DETAILS

Reports to:	Community Programs Coordinator
Work location:	East Gippsland Shire; Bairnsdale office
Employment Type & tenure (if applicable) :	Full - Part time (1.0 - 0.8 EFT) negotiable Fixed term contract until 30 June 2022. Any extension beyond this date is subject to new or additional funding being secured by GippSport.
Classification and Remuneration:	The salary range is \$56,000 - \$63,000 per annum plus 9.5% superannuation with 17.5% Leave Loading. This position is classified under the Award as Level 2-3. The level will be determined depending on qualifications and experience of the successful candidate.
Terms, Conditions Award:	The <i>Social Community Home Care & Disability Services Industry Award 2010</i> (the Award) and the <i>National Employment Standards (NES)</i> are the minimum terms and conditions for this position unless otherwise specified.
Date (Created or reviewed)	February 2021

GIPPSPORT

GippSport is the peak body for community sport in Gippsland. Our purpose is to advance the Sport and Recreation community by supporting participation in sport and active recreation and increasing the capacity and sustainability of the sport sector to build a healthy, active and inclusive Gippsland.

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.

Our values are:

Inclusion; access; equity; trust, respect and 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.

POSITION PURPOSE

GippSport, in partnership with the Victorian Government & Gippsland Primary Health Network (PHN), has received funding to deliver a range of modified active recreation programs across the East Gippsland Shire within Bushfire affected areas.

The aims of the programs are to support individuals and communities affected by the 2019-20 bushfires. Our activities relates to the implementation and delivery of sport, recreation & physical activity programs to aid recovery, specifically for young people aged 0-11 years and their families, as well as programs focused on youth (12-14yr olds).

The fundamental objectives of the position are to:

- In partnership with the Community Programs Coordinator, deliver the Community Recreation Programs work plan;
- With support from the Community Programs Coordinator, investigate the physical activity needs of the East Gippsland community and organisations within, to co-design and implement appropriate programs to build resilience and enhance the recovery process.
- Increase the physical activity levels of families across East Gippsland with ongoing increased community capability to maintain new levels of physical activity.
- Increase social inclusion and social connection opportunities for communities through the provision of a diverse program of activity across townships
- Increase levels of physical literacy in children during early years through the provision of a thorough framework and delivery of programming across the community for children, with a focus on 2-5 year olds.

KEY RESPONSIBILITIES AND DUTIES

The Project Officer's responsibilities include:

Project coordination & delivery

- Provide administrative support to the Community Programs Coordinator related to the delivery and reporting on the Community Recreation Programs work plan
- Support the Community Programs Coordinator to develop, report and work within the program budget
- Assist in developing, building and maintaining strong relationships with stakeholders throughout the life of project to assist in ensuring stakeholders are fully involved and engaged in the program through high quality professional communication
- Support the recruitment, training and support of any casual staff (coaches/deliverers) within the program.
- Be responsible for and lead the majority of program delivery in the community

Administrative Duties

- Collect reporting data and maintain reporting tools in Excel, Word, Teams and other required tools
- Investigate the physical activity needs of the East Gippsland community and organisations to design and implement appropriate programs to increase physical activity levels.
- Prepare routine and ad-hoc correspondence including reports, at the direction of the Community Programs Coordinator.
- 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.

IT

- 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.

Other roles:

- Attend relevant networking events on behalf of GippSport;
- Support other GippSport team members when able and as required
- Any other tasks as given by the Executive Officer or Community Programs Coordinator.

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: Community Programs Coordinator

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

Direct Reports: Nil

KEY SELECTION CRITERIA

Specialist knowledge and skills

- An interest and commitment to working in the community sport and health promotion sector.
- Knowledge of and interest in community development will be well regarded.
- Highly developed community engagement skills, particularly with underrepresented cohorts in sport & physical activity

- Demonstrated knowledge of social sport, physical activity & active recreation programs, and the role they play in activating communities

Experience

- 2+ years' experience in a project officer role preferred
- Demonstrated experience in delivering projects as part of a team
- Experience in working on multiple projects simultaneously is desirable

Formal Qualifications

- Strong academic record
- Completion of a relevant diploma or degree (eg health promotion, sports administration/management/development) with relevant work experience or an equivalent combination of relevant experience and/or education training
- Working with Children's Check, satisfactory National Police Records check & Victorian Driver's License are essential.
- Sport Australia Community Coach General Principles course required

Personal Skills

- 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 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 extensive travel across the East Gippsland Shire. 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, evening and weekend work will definitely be required at various times.

If further information is required please contact:

Debra Dyt, Executive Administration Officer

M: 0428 456 760 E: debra@gippsport.com.au

I confirm that I have read the above job description and understand my responsibilities as Project Officer, East Gippsland with GippSport

Signature of Planning Support Officer

Date

Print Name _____

Signature of Executive Officer

Date

Print Name _____