

Position Description

Coordinator (Victoria), Welcoming Sport

POSITION DETAILS	
JOB TITLE	Coordinator (Victoria)
PROGRAM	Welcoming Sport
REPORTS TO	Manager, Welcoming Sport
EMPLOYMENT TYPE	Fixed term (end June 2021), Part-time (3 days per week)
CLASSIFICATION	SCHADS award level 5
LOCATION	Melbourne, Victoria
DATE	September 2019
<input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> Valid Driver's Licence	

ROLE PURPOSE

The Coordinator (Victoria), Welcoming Sport is responsible for coordinating various sports inclusion programs - especially, *Welcome to the Game (Victoria)*. The Coordinator (Victoria), Welcoming Sport will work closely with a range of stakeholders, including: Government; peak and industry bodies; community organisations; and, business agencies - to ensure the effectiveness and sustainability of the initiative and its impact and offering for key stakeholders.

Welcoming Sport is Welcoming Australia's overarching banner for initiatives that embrace the power of sport as a vehicle for inclusion, opportunity and creating a sense of belonging for all members of the community – including, recently arrived migrants, refugees, and people seeking asylum. The aim is to support young people, their families, local communities and clubs to make meaningful connections through sport. Welcoming Sport programs include:

Welcome to the Game (Victoria). Auspiced by Paralympics Australia, *Welcome to the Game (Victoria)* supports young people living with disabilities that are from culturally and linguistically diverse backgrounds (including refugees and people seeking asylum) into sports & recreation opportunities and pathways.

Welcoming Clubs. Supporting sport and recreation clubs to create a sense of belonging for all their stakeholders (inclusive of players, members, employees, volunteers, supporters, sponsors, families, suppliers and the surrounding community). The initiative includes a focus on knowledge sharing, partnership brokering and setting the National Standard for cultural diversity and inclusion policy and practice in sports & recreation.

BACKGROUND

Welcoming Australia (WA) is a national not-for-profit organisation and non-partisan movement committed to cultivating a culture of welcome and advancing an Australia where people of all backgrounds have equal opportunity to belong, contribute and thrive. Our approach is underpinned by the values of: positivity, relationships, honesty and change.

KEY PERFORMANCE INDICATORS

KPI 1: Program Coordination

- Support and grow the resources and capacity of Welcoming Sport to ensure program effectiveness and sustainability
- Support strategic planning, development and implementation to ensure program effectiveness and sustainability

- Plan, co-ordinate and administer the operation of a multi-functional service including financial management and reporting
- Other related duties, as required

KPI 2: Program & Partnership Development

- Develop and grow strategic partnerships that advance the programs of Welcoming Sport
- Assist key stakeholders with information and advice that advance opportunities to engage in Welcoming Sports programs
- Share communications that ensure key stakeholders remain informed and at the leading edge of policies and practices in sports inclusion
- In consultation with the Manager, Welcoming Sport - identify and advance other program and project opportunities that align with the vision and intent of Welcoming Australia
- Other related duties, as required

KPI 3: Welcome to the Game (Victoria)

- Develop and grow the impact of Welcome to the Game in Victoria for the benefit of young people living with disabilities that are from culturally and linguistically diverse backgrounds, their families and the broader community.
- Wherever possible, deliver the program through partnership, information sharing, capacity building, referral and pathways development.
- Other related duties, as required

KPI 4: Welcoming Clubs

- Assist the Manager, Welcoming Sport to develop and grow the Welcoming Clubs initiative and network
- Assist the Manager, Welcoming Sport with the development, communication and roll-out of the Welcoming Clubs Standard and Accreditation framework and assessment
- Support the Manager, Welcoming Sport to build relationships and partnerships with other accreditation bodies and models, as appropriate to grow the impact and reach of the work
- Other related duties, as required

KPI 5: Grants and Program Sustainability

- Assist with, and identify opportunities for, the development of tenders, grant applications, and the relevant research to support grant applications for Welcoming Sport and associated programs
- Identify and assist with studies or research for particular projects that inform aspects of program design, formulation of policy, implementation of procedures and delivering presentations
- Assist with the management of relevant tenders, funding agreements, contracts and budgets to ensure deliverables, reporting and acquittal is completed on time and to a high standard
- Other related duties, as required

KPI 6: Promotion and Media

- Assist with the identification and development of opportunities to showcase the work of partners and key stakeholders
- Promote and communicate program activities in line with the organisation's values and contribute content to various social media campaigns
- Other duties, as required

KEY SELECTION CRITERIA

Essential:

- Tertiary qualification/s in the social sciences, community development, social work or other relevant area
- Experience in working in, or with sport & recreation organisations or related areas
- Demonstrated project management experience
- Experience working with people from culturally and linguistically diverse backgrounds
- High-quality written and verbal communication skills including the ability to prepare reports and communicate effectively with diverse stakeholders
- Demonstrated skills in stakeholder engagement, partnership development and relationship management
- The successful candidate must have the right to work in Australia
- The successful candidate must have a current Working with Children Check and Police Check or gain one prior to accepting any offer of employment
- The successful candidate needs to be able to work flexibly to accommodate the requirements of the role in respect to community sport events and activities

Desirable:

- Experience in working in, or with people living with disabilities, disability organisations or related areas
- Experience in working in, or with settlement service organisations or related areas
- Knowledge of community networks, peak bodies, business linkages and resources and proven ability to build constructive relationships and work in partnership
- High-level of competency in Office related applications
- A current Australian Driver's License

The successful candidate will possess the following values and attributes

- Passion for sport, physical activity and/or recreation and for increasing access, knowledge and understanding for young people and families
- Welcoming, friendly and strong interpersonal skills
- Capacity to work effectively with and encourage dialogue between diverse community stakeholders from both receiving and migrant communities
- Demonstrated passion for, and commitment to, cultural diversity and inclusion
- Works independently with minimal direction
- Ability to work in partnership with various community stakeholders
- The desire to work in a fast paced environment with a positive attitude
- Ability to work cooperatively and flexibly to fulfil individual and team performance

Welcoming Australia is an Equal Opportunity Employer and a welcoming and inclusive workplace.