

POSITION DETAILS	
<b>JOB TITLE</b>	Inclusion Coordinator, Welcoming Clubs
<b>PROGRAM</b>	Welcoming Clubs
<b>REPORTS TO</b>	Manager, Welcoming Clubs
<b>EMPLOYMENT TYPE</b>	Fixed term (end June 2024), Part-time (4 days per week/ 0.8 FTE)
<b>CLASSIFICATION</b>	SCHADS award level 5, commencing at pay point 1
<b>LOCATION</b>	Greater Melbourne, Victoria
<b>DATE</b>	March 2023
<input checked="" type="checkbox"/> Working With Children <input checked="" type="checkbox"/> First Aid Certificate	

### About Welcoming Australia

[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.

[Welcoming Clubs](#) 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.

### The Role

The [Inclusion Support Coordinator](#) will operate alongside the [Welcome to the Game Coordinator](#) to support the inclusion of children and young people from diverse backgrounds, living with a disability to access local sport and recreation opportunities. The role will work closely with community sporting clubs to establish inclusion programs and support the participation of children and young people in existing [Welcome to the Game](#) programs, activities and events. Work will be across locations, predominantly in Melbourne's West and outer East.

### ROLE REQUIREMENTS

- Establish new and sustainable inclusion programs at community clubs
- Engage and liaise with children and young people from diverse backgrounds, and their families to support participation in existing inclusion programs, activities and events- including registration, attendance support and administration
- Identify and communicate support needs and potential modifications to increase accessibility
- Promote the participation of people with disabilities in sport and physical activity
- Support the creation of positive and caring environments at local clubs
- Build partnerships to encourage greater opportunities for children and young people from diverse backgrounds, living with disabilities to participate in physical activity
- Establish and maintain relationships with young people and families from diverse backgrounds living with a disability, community sports clubs, community organisations, cultural groups, community partners and disability support services
- Project management tasks and data collection processes (including NDIS-related)

## **KEY SELECTION CRITERIA**

### **Essential**

- Tertiary qualification/s in sport, social sciences, community development, social work or other relevant area
- Experience working in, or with sport & recreation organisations or related areas
- Demonstrated program design and delivery experience
- Sound knowledge and understanding of the issues and barriers limiting access for vulnerable culturally and linguistically diverse individuals
- Proven ability to communicate effectively with people from diverse language, faith and cultural backgrounds with excellent communication, interpersonal skills
- 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
- Demonstrated understanding of the NDIS, disability and inclusion practice

### **The successful candidate will possess the following values and attributes**

- Kindness and care
- Welcoming, friendly, and strong interpersonal skills
- Capacity to work effectively with and encourage dialogue between diverse community stakeholders
- Demonstrated passion for, and commitment to sport, cultural diversity, and inclusion
- Works independently with minimal direction
- Ability to work collaboratively with various community stakeholders
- The desire to work in a fast-paced environment with a positive attitude
- Understanding of and capacity to operate flexibly in line with community sport and activities
- 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.

## **KEY PERFORMANCE INDICATORS**

### **KPI 1: Establishing sustainable inclusion programs at community clubs**

- Build relationships with community sporting clubs, members, staff and their stakeholders
- Manage and allocate resources to suit the planning and delivery of inclusion programs
- Support the provision of appropriate and accessible information for families and participants to encourage participation
- Support the creation of safe and supportive learning environments for participants, volunteers and staff
- Other duties, as required

### **KPI 2: Individual access support- participants**

- Support the participants and the families of participants of Welcome to the Game to have better access to sport and recreation opportunities
- Ensure accurate information is provided to families and participants for improved access
- Wherever possible, deliver the program through partnership, information sharing, capacity building and pathways development.
- Other duties, as required

### **KPI 3: Program delivery support**

- Support project delivery for the benefit of young people from culturally and linguistically diverse backgrounds, their families, and the broader community.
- Support the development of partnerships that advance the programs of Welcoming Clubs
- Assist key stakeholders with information and advice that advance opportunities to engage in Welcoming Clubs programs
- Other duties, as required

### **KPI 2: Outcomes measurement and data collection**

- Ensure accurate and timely collection and recording of necessary data in line with the outcome's measurement framework and identified data collection milestones
- Ensure participants and families understand and feel confident in data collection processes.
- Ensure accurate and timely internal and external communications and reporting
- Other duties, as required

### **KPI 4: Promotion and Media**

- Assist with the identification and development of opportunities to showcase project work and work of partners and key stakeholders
- Support the media consent procedure for participants in line with ethical story telling processes.
- Other duties, as required