

Position Description

Position Details

Position Title:	Club Support Officer
Classification:	<i>Social, Community, Home Care and Disability Services Industry Award 2010 - Social and Community Service Employee</i> (based on qualifications & experience)
Tenure:	Fixed term 6-month contract
Position Status:	Part-time or Full-time
EFT:	0.6 – 1.0 (3 days – 5 days per week) Negotiated with successful candidates

Signatories and Endorsements

Date of Preparation: <i>(this version)</i>	July 2021
Supervisor Title:	Executive Officer
Supervisor Signature:
Incumbent Name:	
Incumbent Signature:

Position Summary

The Club Support Officer is primarily responsible for the delivery of programs and services to support the community sporting sector to navigate the impacts of the COVID-19 pandemic.

The COVID-19 pandemic has had a significant impact on the community sporting sector. This included a restricted or non-existent 2020 season and now a disrupted 2021 season for many sports, as well as additional requirements placed on volunteers to ensure sporting clubs remain COVIDSafe.

Objectives

- Undertake data collection to build an evidence base to inform the development of programs and support services for clubs, leagues and volunteers.
- Support clubs and leagues to navigate the impacts of the COVID-19 pandemic including 'Return to Play' practices and advice, COVIDSafe sport, volunteer management, member re-engagement and health and wellbeing, and financial planning.
- Develop strong partnerships with the community sporting sector through delivery of one-on-one support, workshops and presentations to clubs, leagues and volunteers.
- Pilot new club and league development initiatives based on the priorities of the sector.
- Advocate for clubs and leagues to consider new approaches and activities that support disadvantaged communities and under-represented cohorts

Organisational Environment

Valley Sport (Goulburn Valley Sports Assembly) is one of nine Regional Sports Assemblies located across regional Victoria whose primary aim is to assist in facilitating the development of quality sporting and recreational opportunities for the communities that they service.

Valley Sport's office is located in Shepparton and services the local government shires of Rural City of Benalla, City of Greater Shepparton, Mansfield, Mitchell, Moira, Murrindindi and Strathbogie Shires.

Staff work as a team in building strength, capacity and sustainability in sporting clubs, leagues and associations; advocating and supporting the development of inclusive and welcoming sporting and active recreation environments; and supporting Goulburn Valley residents to enjoy an active and healthy lifestyle.

Reporting Relationships

Reports to: Executive Officer
Supervises: Nil

Contacts

Internal relationships: Executive Officer, Program Manager, Business Development Manager and the Valley Sport project team

External relationships: Other Regional Sports Assembly's, State Sporting Associations, funding bodies, local club and club volunteers, local relevant support organisations, communities and LGA's in the Goulburn Valley as well as current Valley Sport stakeholders and partners.

Valley Sport operates through a collaborative, team based, networked structure.

Key Responsibility Areas (KRAs)

1. Project Management

- 1.1. Ensure projects operate within the relevant funding and service frameworks, and project timelines to achieve contracted outcomes.
- 1.2. Research community needs, undertake community consultation and liaise with key stakeholders identifying key issues, service gaps and development opportunities.
- 1.3. Develop collaborative partnerships and networks within the community that support project outcomes.
- 1.4. Provide support to other Valley Sport team members with initiatives as required.
- 1.5. Ensure timely and accurate data entry into Valley Sport customer relationship management system.

2. Leadership & Teamwork

- 2.1 Display a positive attitude as an active team member & always set a positive example for all staff.
- 2.2 Engage the support of relevant internal staff to assist with project planning.
- 2.3 Actively contribute to team meetings and maintain focus on achieving the best outcomes for the team.
- 2.4 Lead allocated projects and work in collaboration with team members to achieve desired outcomes.
- 2.5 Generate ideas for innovation and enhanced working practices to achieve organisational objectives.

3. Marketing and Promotion

- 3.1 Promote and develop increased awareness of sport and active recreation in the Goulburn Valley.
- 3.2 Assist in the ongoing promotion of our current projects through relevant networks, platforms and forums.
- 3.3 Prepare relevant promotional information for a range of media, including electronic media.
- 3.4 Appropriately represent and promote Valley Sport.

4. Researching, planning, reporting and evaluation

- 4.1 Research population demographics of Goulburn Valley; megatrends in sport, recreation and physical activity; and local community needs (including local sporting clubs and groups).

- 4.2 Develop and implement project plans within service frameworks and contracted outcomes.
- 4.3 Participate in project and Valley Sport team planning events.
- 4.4 Monitor and evaluate outcomes against project and Valley Sport objectives and strategies.
- 4.5 Provide written and verbal reports on the status of initiatives/projects/programs as requested.

5. Club Capacity

- 5.1 Support the identification & delivery of appropriate education, training and capacity building activities to clubs.
- 5.2 Employ a targeted approach to supporting Sport and Recreation in the Goulburn Valley that maintains a focus on improving club capacity, sustainability and inclusive club practices.

6. Partnerships & Stakeholder Management

- 6.1 Build partnerships across sports associations, community organisations and government (local and state) that contribute to the work we do.
- 6.2 Work collaboratively with other organisations in formal and informal partnerships to achieve mutually beneficial outcomes.
- 6.3 Ability to communicate appropriately with all stakeholder at various levels within their respective organisation.

7. As a staff member of Valley Sport

- 7.1 Comply with the Code of Conduct and all policies and procedures of Valley Sport.
- 7.2 Comply with OH&S of Valley Sport.

Note: The incumbent can be expected to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Specific performance targets will be negotiated as part of Valley Sport's regular performance planning and review process.

Accountability and Authority

- The incumbent will need to make decisions and independently organise project activities as requested and per project contracts.
- The following issues and situations would be referred to the position's supervisor: approval of expenditure above the position's delegation of authority level.

Additional Information

A three month qualifying period applies to this position.

The incumbent will be required to travel regularly throughout the Goulburn Valley and beyond as part of completing the required duties of the role, and to work outside normal working hours with prior approval.

The position is based in Shepparton and the office is located at the Shepparton Sports Stadium.

HOURS OF WORK

Working hours are mainly 8.30am – 5.30pm (negotiable and flexi-time options).

High probability of weeknight work at medium level frequency (1-2 nights per week).

Medium probability of weekend work at low level frequency (5-6 times per year).

Skills, Knowledge and Abilities (Key Selection Criteria)

1. Knowledge and experience within the sport and recreation industry, particularly at a community club and league level.

2. Demonstrated ability to communicate and collaborate with a wide range of stakeholders across community, sport and recreation, government, community organisation and corporate sectors to achieve project/program outcomes.
3. Ability to work as part of the project team, as well as independently with minimal supervision.
4. Ability to facilitate and deliver group activities, consultations, workshops and presentations.
5. Excellent time management skills with the ability to prioritise work and deliver to required timeframes while maintaining a high attention to detail.
6. Demonstrated initiative and ability to adapt to change, a positive can-do attitude and willingness to accept responsibility.
7. Proven ability to maintain focus on the overall objective even when guidelines or procedures are conflicting.
8. Demonstrated experience with evaluating data and understanding the importance of program evaluation and data entry.

Highly desirable

Experience and understanding of working in a community setting, and with diverse population groups.

Qualifications and Licences	Essential/Preferable
Tertiary qualifications in Community Development, Health Promotion, Sport and Recreation or related discipline (Diploma or higher, Bachelor degree highly preferred)	Preferable
Current employee Victorian Working With Children Check Card (WWCC)	Essential
Satisfactory National Police Records Check	Essential
Current Australian Drivers Licence	Essential

Application Information

For further information, contact: Executive Officer, David Quinn on 5831 8456 or email david@valleysport.net.au

Eligibility

All applicants must be able to satisfy that their current employment status has been impacted by coronavirus (COVID-19). Please detail in your application how your employment status has been impacted over the last 12-15 months.

Valley Sport is committed to promoting gender equality and diversity across the sport and active recreation industry and we strongly encourage female and gender diverse applicants to apply.

SUBMISSION OF APPLICATIONS

It is expected that a covering letter and current resume will be submitted alongside your application addressing the key selection criteria. Please note: applications which DO NOT address the key selection criteria will not be accepted.

Applications should be emailed to david@valleysport.net.au with the subject heading “Confidential – Club Support Officer Application”.

CLOSING DATE FOR APPLICATIONS: 5pm Monday 19th July, 2021.