

Volunteer and Projects Coordinator

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| Classification Level: | ASO4 | Agency: | Office for Recreation, Sport & Racing |
| Position Number: | | Division: | South Australian Sports Institute |
| Direct Reports: | | Business Unit: | |
| ANZSCO Code: | | Reports to: | High Performance Manager, Operations |
| Date Updated: | Nov 2018 | Location: | Kidman Park |

Organisation Overview

The Office for Recreation, Sport and Racing (ORSR) is the lead agency for the Government's policy on sport and active recreation. ORSR is responsible for State Government policy and legislation as it relates to the sector, its key programs, sport and recreation infrastructure and funding programs. The ORSR supports sport and recreation organisations, Councils and the community through the development of policy, programs and resources, the provision of funding, recreation and sport planning, infrastructure development, elite sport pathways and programs, and the promotion of physical activity.

Division

The **South Australian Sports Institute (SASI)** provides specialist high performance sport services and talent identification programs to support South Australian athletes and sports to achieve national and international success. SASI delivers leading edge scientific and technical support and supports the holistic development of athletes, coaches and staff. SASI supports six National Centre's of Excellence where the focus is on maximising the podium potential of senior national athletes. SASI also delivers seven sport programs where the development of emerging athletes is the primary focus.

Role Overview

The Volunteer and Projects Coordinator is accountable to the High Performance Manager, Operations. The focus of this role is to coordinate SASI Volunteers and be SASI's Child Protection Officer, Member Protection Information Officer and representative on the ORSR Work Health Safety Committee.

In addition the successful applicant will also be the project lead on multiple projects including the SASI Awards, the Individual Athlete Program application process, annual recruitment and coordination of University placement students and the Emerging Athlete Program.

Key Outcomes of the Role

- Provide effective coordination of SASI volunteers including maintaining records, onboarding new volunteers and ensuring volunteers complete compliance and training activities
- Provide confidential support and information to staff, athletes, volunteers and contractors when requested in the capacity of SASI's Child Safety Officer and/or SASI's Member Protection Officer
- Responsible for the coordination of SASI's media and communication strategy including identifying and sourcing possible stories and content for SASI's website and social media platforms
- Leading a high standard of customer service for internal and external clients including backing-up the Sport Operations Officer as required
- Project manage the annual SASI Awards including the Annual Booklet
- Interpret and apply policies and legislation effectively and accurately particularly in the area of Child Safety, Work Health Safety, Member Protection, Financial Services, HR services and Record Keeping
- Champion and support Divisional staff with the implementation of policies and procedures
- Identify and implement opportunities to improve systems and process to be more effective and/or efficient
- Provide effective operational and logistical coordination to SASI based sport programs as directed
- Coordinate SASI's Work Health Safety activities and represent SASI on the ORSR WHS Committee
- Responsible for providing effective coordination of both the Individual Athlete and Emerging Athlete Programs application and selection processes
- Any other projects as specified by the line manager

Special Conditions and Essential Requirements

- This role is identified as a prescribed position. The incumbent is subject to a satisfactory relevant history assessment in line with the *Children's Protection Act 1993*.
- A current South Australian driver's licence and willingness to drive is essential
- Some work outside of normal hours will be required

Qualifications / Licences

- A degree in Sports or Business Management will be highly regarded
- Senior First Aid and CPR certification (or willingness to obtain)

- Registered Member Protection Information Officer (MPIO) or willingness to obtain
- Recognised as a Child Safe Officer within the Recreation and Sport Industry (or willingness to obtain)

Person Capabilities

- Demonstrated knowledge / Understanding of multiple Olympic Sports and disciplines to be able to track athlete competition schedules and results
- Demonstrated ability to effectively communicate; listens actively and reserves judgement when a view doesn't accord with their own; interacts and communicates with others in a positive, clear and honest way; has empathy for others.
- Demonstrated ability to work with limited direction, take initiative and exercise judgement to achieve timely and quality work outcomes.
- Possess sound computer literacy skills including Microsoft Office, records management packages and demonstrated ability to understand and maintain databases.
- Demonstrates high level of organisational skills including planning and prioritising leading to projects and tasks being completed both on time and accurately.
- Proven ability to manage events, projects and unit administrative activities that are of a high standard, on time and on budget
- Demonstrated ability to understand, interpret, apply and articulate to others applicable legislation and policies

Corporate Responsibilities

Exhibits behaviours and demonstrates commitment and accountability to:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the legislative requirements of the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under represented groups.
- Contribute to a safe and healthy work environment by working in accordance with legislative Work Health Safety requirements.

Delegate Approval

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Name

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Signature

Date: / /