## Position Description

### Position Title: Project Coordinator Disability Sports Hub

| Reporting to: | CEO and Sport and Recreation Manager  
Working in partnership with One Casey (YMCA Victoria within City of Casey) |
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<tr>
<td>Direct Reports:</td>
<td>Nil</td>
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<tr>
<td>Liaises with internally:</td>
<td>All Staff</td>
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<td>Location</td>
<td>Project Coordinator role is based at Casey Stadium and involves travelling to various locations within the local region. Complemented with some work from the DSR head office in Fitzroy.</td>
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<td>Part time fixed term contract until December 2020, hours of work and rate of pay to be negotiated dependent on experience and skills</td>
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| Liaises with externally: | VicHealth  
City of Casey and other Local Government Authorities (i.e. Dandenong, Cardinia)  
State Sporting Associations  
Local Clubs and leisure Facilities  
Reclink  
Education organisations (i.e. specialist, secondary and primary schools)  
Tertiary institutions  
Disability sporting organisations  
Local disability service providers  
Community rehabilitation centres, hospitals and other health service providers |
| Purpose of the position: | Disability Sport & Recreation, working in partnership with YMCA Victoria and City of Casey seek a project co-ordinator, to develop and deliver a disability sports hub in the City of Casey as part of the 2019-20 VicHealth Innovation Challenge Grant. This will be achieved through the development of partnerships with local and state sporting associations, providers and community organisations.  
The disability sport hub will focus on;  
- Creating a centralised resource for participation opportunities within the region for people with a disability  
- Delivery and/or facilitation of programs, services and events  
- Providing education and training to local community coaches in partnership with state sporting associations  
- Activating those with a disability who aren’t currently active to participate in programs and services  
- Understanding the community and identifying the needs, influencing future programs and services to be delivered  
The disability sport hub programs will be complemented by an information and education hub for the delivery of capacity building training amongst local providers of sport and recreation programs to ultimately create a welcoming and skilled environment that supports greater participation. |
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### Essential Criteria:
- Tertiary qualification in the field of Sports Administration, Sports Management
- 3 years’ experience working in relevant field
- Highly developed interpersonal and communication skills
- Highly developed written communication skills
- Ability to work independently and as part of a small dedicated team
- A strong understanding of the disability and community health sector
- An understanding of the barriers and enablers associated with the sport and recreation industry, particularly for people with a disability
- Ability to develop strong relationships with stakeholders
- Ability to design, implement and manage all facets of projects including budgets, resources, timelines, deadlines and activities
- Demonstrated experience and ability in public speaking and presentations to groups
- A current driver's license and access to a car
- A positive National Police Check and Working with Children Check is mandatory
- Complete YMCA Victoria induction process upon appointment

### Preferred Criteria:
- Familiarity with the not for profit sector
- Event management experience
- Health promotion background
- Experience in delivering education and training
- Understanding of challenges and opportunities in activating people with disability

### Behaviours & Values Required
- **Team Work**
  Contribution to the team reflected in flexibility, cooperation with others, communication and successful completion of responsibilities

- **Client Focus**
  Focus on positive outcomes for the organisation and the ability to meet client and member needs and requirements.

- **Positive Work Ethic**
  This includes a ‘can-do’ attitude, positivity and the ability to get things done. Follow through and completion of tasks.

- **Loyalty to the job and organisation**
  Ability to take ownership of own job and ability to think of consequences of actions. Initiative shown within the role.

- **Honesty & Integrity**
  Treating the workplace, staff, the organisation and individuals with respect.

### Key Performance Indicators
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<th><strong>Sustainability</strong></th>
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<td>Ensure all programming meets budget, with costs minimised where possible</td>
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<td>Develop a sustainable approach to market the hub concept to support growth post-funding.</td>
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| Partnerships | Initiate and develop positive connections between DSR and participants and other stakeholders  
Partner with 5 clubs/ SSAs to assist in delivering programs |
|--------------|--------------------------------------------------------------------------------------------------|
| Participation | 200 participants are engaged in the program  
120 less active Victorians with a disability increase their regular physical activity levels |

Tasks and Responsibilities

For the Workplace
- Ensure compliance with and adhere to all human resource policies including but not limited to anti-discrimination, workplace bullying and victimisation
- Ensure compliance with and adhere to workplace health and safety policies and proactively contribute in maintaining a clean and safe work environment
- Display a positive attitude and be an active member of the team
- Treat others with respect
- Actively demonstrate the behaviours and values outlined above

For the Job
- Develop, implement and coordinate a disability sport hub in the Casey region
- Develop project work plan in partnership with key project stakeholders and internal staff
- Work closely with the Sport and Recreation Manager and CEO to establish an MOU with key project partners
- Ensure project is delivered on time, to budget and with quality outputs and outcomes, including evaluation
- Establish a steering committee for the project
- Manage project and sector stakeholder relationships and expectations
- Establish a range of co-designed sport and recreation programs for people with disability in partnership with YMCA Victoria staff at Casey Stadium
- Participate in meetings with VicHealth project manager and attend workshops, as required
- Coordinate various events for the project including launch events and other welcome events
- Establish a formal network of organisations to assist in the development of the hub
- Project evaluation and reporting (internally and for key external partners)
- Project management, reporting and acquittals as per the programs grant requirements
- Actively contribute to the organisation culture and success in a positive manner
- Attend weekly staff meetings and any other meetings as scheduled
- Complete monthly reporting on allocated activities
- All other duties as directed by CEO

Name: ___________________________________________

Date: __________________

Signature: ____________________