

**SCHOOL SPORT VICTORIA
PRIMARY DIVISION COORDINATOR
POSITION DESCRIPTION**

POSITION:	55 x Primary Division Coordinator positions within the eight SSV Sporting Regions: Eastern Metropolitan Region (EMR), Gippsland, Greater Western Region (GWR), Hume, Loddon Malle Region (LME), Northern Metropolitan Region (NMR), Southern Metropolitan Region (SMR), Western Metropolitan Region (WMR)
ORGANISATION:	<p>School Sport Victoria (SSV) working with the relevant Region Coordinator and the reporting to the relevant Region Schools Sports Officer</p> <ul style="list-style-type: none"> • Pieter Van Pinxteren: EMR, LMR, NMR • Rick Thompson: Gippsland, Hume, SMR • Melanie Camilleri: GWR, WMR
TERM:	Two-year period 2026 and 2027 inclusive
REMUNERATION:	<p>Division Coordinators in government schools will be paid via eduPay up to \$4,500 as per DE Special Payments</p> <p>Division Coordinators in non-government schools will be paid through their school's payment system up to \$4,500</p> <p>Division Coordinators not in a school and acting as sole traders with a current ABN will be paid, on invoice, up to \$4500</p> <p>Receive an SSV polo shirt and cap from the SSV appointed apparel supplier.</p> <p>The role may be performed in amongst regular teaching duties (where permitted to do so) and/or outside of hours dependent on the individual</p>
GENERAL DESCRIPTION:	The successful applicants will be responsible for the delivery of the key responsibilities in their SSV Primary Divisions. The positions will also provide operational support to the relevant SSV Region Coordinator and SSV Region School Sports Officer.
KEY RESPONSIBILITIES:	<p>GENERAL:</p> <p>Agree to abide by and follow all Department and School Sport Victoria rules, regulations, policies, procedures and directives.</p> <p>In particular: General Conditions of Competition, Protest and Appeals, Invitations, Child Safe, Privacy and Positive Behaviour policies. . Click here for more policies</p> <p>Liaise and consult with the relevant Primary District, Region Coordinators and RSSO</p> <p>EVENTS:</p> <p>Organise and conduct the Division Swimming, Cross Country and Track and Field competitions</p> <p>Organise and conduct the Division Summer and Winter sports</p> <p>Book venues, specialist officials, conveners, first aid, prepare draws and results and other required for the smooth running of these sports</p> <p>Ensure the completion of the Safety Checklist on the SSV Convenor360 App before the commencement of each Region event, and complete necessary forms via the App such as the Incident Report, Results & Convenor Reports etc.</p> <p>Convenor360</p> <p>Promote the SSV Positive Behaviour Rule and ensure it is enforced at Division events. Encourage Districts to do the same.</p> <p>Comply with the SSV Child Safe Officer best practice guidelines for Division events and encourage Districts to do the same.</p> <p>COMMUNICATIONS:</p> <p>Provide all Region dates and event information on the respective page and calendar of the SSV website (i.e. event information, rules, draws and results), region dates for Team Up, or any other relevant system in use by SSV, to relevant Region School Sports Officer, advising of changes throughout the year.</p>

	Liaise with respective District Coordinators and/or schools to prepare modified rules relevant to the level of competition, information, draws, protest and appeals for these sports
	Notify the relevant Region Coordinator and complete the entry form for Division representatives in the sports listed above by the due date
	Provide advice to schools and assist, where practical, with the conduct of competitions
	Handle protests and disputes within the Division
	After consultation with the District Coordinators, collate and submit the participation data for the Division to SSV each term
	Share, promote, distribute SSV Communications
	FINANCE:
	Prepare a projected Budget for these sports for approval for the following year be submitted by 30 October of the preceding year
	After the budget has been approved, Invoice member schools for any funds to be raised locally for the delivery of Division events and, if necessary, remunerate the Division Coordinator. Remunerations should add to no more than \$9000
	After the budget has been approved, forward approved invoices to SSV Finance or the school managing the Division Operating Funds in a timely manner for payment
	In June of each year, submit a budget forecast for the balance of the year
	Acquitted Budget, to be submitted by the end of November each year
	MEETINGS AND OTHER EVENTS:
	Conduct meetings with relevant District Coordinators and keep minutes of all decisions made including Division Coordinator remunerations and school levies.
	Undertake such duties as may be assigned by the Division Committee
	Attend Region Meetings as required
	Attend the SSV Region Forum
	Attend the Division Swimming, Cross Country and Track and Field
	Provide advice to schools and assist, where practical, with the conduct of competitions
HIGHLY DESIRABLE:	Attend Region Swimming, Cross Country and Track and Field and undertake duties as assigned
KEY SELECTION CRITERIA:	PLANNING AND DELIVERY MANAGEMENT Demonstrated experience in the planning, delivery and review of school sports programs at different levels and in implementing initiatives which achieve high quality outcomes.
	RESOURCE MANAGEMENT Demonstrated experience in managing a budget and other resources to deliver a program on budget and on time.
	TEAM WORK Demonstrated capacity to work collaboratively across teams and manage workloads to achieve program objectives.
	ANALYSIS AND ADVICE Demonstrated ability to provide analysis and advice on program implementation at a regional or local level.
	COMMUNICATION Demonstrated oral and written communication, interpersonal, negotiation and consultation skills to work effectively with staff and external stakeholders

HOW TO APPLY:	<p>Application Link – click here You will be asked to upload:</p> <ul style="list-style-type: none"> • Your resume • A covering letter addressing the Key Selection Criteria • A copy of your current VIT registration (if applicable) • A copy of your current Working with Children Card (if applicable) <p>Closing date for applications is 5 pm on Monday 15 September 2025</p>
ONCE APPLICATIONS CLOSE:	<p>All applications will be viewed by a selection panel and a shortlist prepared for each position.</p> <p>Shortlisted applicants will be notified for an interview</p>
FURTHER INFORMATION:	<p>Further information about the position can be obtained from the SSV Operations Manager by email to ssv.interschoolsport@education.vic.gov.au</p>