

**SCHOOL SPORT VICTORIA
SECONDARY REGION COORDINATOR
INDIVIDUAL/TERMS 1 AND 3 SPORTS COORDINATOR
POSITION DESCRIPTION**

POSITION:	Secondary Region Coordinator INDIVIDUAL/TERMS 1 AND 3 SPORTS ONE per SSV Sporting Region ie 8 positions 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:	School Sport Victoria (SSV) reporting to the relevant Region Schools Sports Officer <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>Region Coordinators in government schools will be paid through eduPay up to \$9,000 as per DET Special Payments</p> <p>Region Coordinators in non-government schools will be paid through their school's payment system up to \$9,000</p> <p>Region Coordinators not in a school and acting as sole traders with a current ABN will be paid, on invoice, up to \$9,000</p> <p>Each government and non-government school with a Region Coordinator position will be able to receive reimbursement up to \$6,000 per year for Casual Relief Teacher (CRT) coverage whilst undertaking their Region Coordinator duties</p> <p>Receive an SSV polo shirt, jacket 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:	<p>The successful applicants for the Secondary Region Coordinator position will be responsible for the delivery of the key responsibilities in their SSV Sporting Region. The positions will also provide operational and management support for the relevant SSV Region School Sport Officer.</p> <p>This role may work closely with the Secondary (Term 1 and 3 Sports) Region Coordinator role or may be performed alongside this role by the same person. If performed by two people, there is flexibility to negotiate, with the respective RSSO, the division of tasks</p>
KEY RESPONSIBILITIES:	<p>GENERAL:</p> <p>Agree to abide by and follow all Department and School Sport Victoria rules, regulations, policies, procedures and directives including but not limited to: 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 Division Coordinators and Region School Sports Officer</p> <p>EVENTS:</p> <p>Organise and conduct the Secondary Region Cross Country</p> <p>Organise and conduct the Secondary Region Term 1, Term 3 Sports and Team Sport Region Finals in Term 4</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. Convenor360</p>

	Promote the SSV Positive Behaviour Rule and ensure it is enforced at Region events. Encourage Divisions to do the same
	Comply with the SSV Child Safe Officer best practice guidelines for Region events and encourage Divisions and Districts to do the same. Child Safe Officer
	COMMUNICATIONS:
	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.
	Liaise with respective Division Coordinators and/or schools to prepare modified rules relevant to the level of competition, information, draws, protest and appeals for these sports
	Notify the State Championships Officer and complete the online entry form for Region representatives in the sports listed above by the due date
	Share, promote and 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, forward approved invoices to SSV Finance in a timely manner for payment
	Between June and August 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 Division Coordinators
	Attend the SSV Region Forum
	Attend the Region Cross Country and undertake duties as assigned
	Attend any other meetings or undertake any tasks as requested by the Interschool Sport Manager
	Undertake such duties as may be assigned by the Region School Sport Officer or Interschool Sport Manager
	Provide advice and/or guidance to SSV regarding interschool sport matters within the respective region where required, including completion of annual or special surveys to assist SSV in its operations

HIGHLY DESIRABLE:	Attend the Region Swimming 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 work 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:	Application Link – click here You will be asked to upload: <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) Closing date for applications is 5 pm on Monday 15 September 2025
ONCE APPLICATIONS CLOSE:	All applications will be viewed by a selection panel and a shortlist prepared for each position Shortlisted applicants will be notified for an interview
FURTHER INFORMATION:	Further information about the position can be obtained from the SSV Operations Manager by email to ssv.interschoolsport@education.vic.gov.au