**PRIMARY DIVISION COORDINATOR POSITION APPLICATION 2023**

**DIVISION : WHITTLESEA (NORTHERN METROPOLITAN PRIMARY REGION)**

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| SUMMARY OF DUTIES AND SELECTION CRITERIA FOR ADVERTISING PURPOSES |
| The successful applicants for the above Primary Division Coordinator positions will provide operational and management support for the relevant School Sport Victoria (SSV) Division within a Department of Education (DE) Region. Appointments are for a period of ONE year, with the option of a second. |
| FULL POSITION DESCRIPTION |
| The successful applicants for these Primary Division Coordinator Position 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 School Sports Officer.  Duties include:   * + - Coordination of Summer and Winter sports (venues, draws, umpires, conditions of play etc)     - Organisation of Division Athletic, Cross Country and Swimming Carnivals     - Organisation of Division Sports Meetings (3-4 per year) keeping minutes, correspondence etc     - Development of Division Calendar of Events     - Liaison with Region Coordinator     - Provide advice to schools and assist, where practical, with the conduct of competitions     - Compile a report on the year’s events including results     - Assistance in Region and State Athletic, Swimming and Cross Country carnivals     - Develop, maintain and update a Division Handbook if required     - Handle protests and disputes within the Division     - Share, promote, distribute SSV Communications relevant to SSV Volunteer network     - Follow SSV Operating Procedures and Policies     - Undertake such duties as may be assigned by the Division Committee and/or Division President   Website:   * + - All Division events with links to draws to be loaded on the SSV website by the end of March each year   Participation Statistics:   * + - After consultation with the District Coordinators, collate and submit participation statistics for the Division no later than September each year   Finance:   * + - Keep accurate financial records trough Cases 21 or the equivalent banking system and submit these on a half yearly basis     - Prepare and submit and Projected Budget for the following year be submitted in September each year     - Acquitted Budget, Cases 21 report (or similar), Participation Statistics and Invoice for Coordinator payment be submitted by the end of November each year     - Provide a financial statement to each Division meeting   Highly Desirable:   * + - Attend Region Swimming, Cross Country and Athletics   Renumeration:   * Division Coordinators in government schools will be paid through eduPay up to $4500 as per DET Special Payments * Division Coordinators in non-government schools will be paid through their school’s payment system up to $4500 * Division Coordinators not in a school and acting as sole traders with a current ABN will be paid, on invoice, up to $4500 |
| 1. KEY SELECTION CRITERIA |
| * 1. **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.   2. **Governance:** Demonstrated understanding of government and departmental objectives in the provision of school sports programs.   3. **Teamwork:** Demonstrated capacity to work collaboratively across work teams and manage workloads to achieve program objectives.   4. **Analysis and Advice:** Demonstrated ability to provide analysis and advice on program implementation at a regional or local level.   5. **Resource Management:** Demonstrated experience in the preparation and management of budgets for events management at a regional or local level.   6. **Communication:** Demonstrated oral and written communication, interpersonal, negotiation and consultation skills to work effectively with staff and external stakeholders. |
| HOW TO APPLY |
| Applicants can complete the form over the page with principal’s signature and submit together with your CV and an additional ONE page addressing your suitability for the role, or [complete the online form.](https://form.jotform.com/212067018502849)  **Application/Expressions of Interest** to be emailed to [pieter.vanpinxteren@education.vic.gov.au](mailto:pieter.vanpinxteren@education.vic.gov.au) OR [jayden.perez@education.vic.gov.au](mailto:jayden.perez@education.vic.gov.au)  **Application/Expressions of Interest close 11:59pm, Sunday 7 May, 2023.** |
| CONTACT |
| Further information about the positions is available from Kirsteen Farrance on (03) 9084 9164. |

SCHOOL SPORT VICTORIA

# PRIMARY DIVISION COORDINATOR APPLICATION FORM

**Please email the completed form OR** [**complete it online**](https://form.jotform.com/212067018502849)**, address the key selection criteria PLUS one page addressing your suitability for the role**

**Primary Division Coordinator Application to** [pieter.vanpinxteren@education.vic.gov.au](mailto:pieter.vanpinxteren@education.vic.gov.au)

**CLOSING DATE FOR EXPRESSIONS OF INTEREST: SUNDAY 7 MAY 2023**

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| **NAME:** |  | | |  |
| **ADDRESS:** |  | | |  |
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|  |  | **P/CODE:** |  |  |
| **PHONE:** |  | **MOBILE:** |  |  |
| **SSV REGION / DIVISION:** |  | | |  |
| **PRIMARY / SECONDARY:** |  | | |  |
| **SCHOOL:** |  | | |  |
| **ADDRESS:** |  | | |  |
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|  |  | **P/CODE:** |  |  |
| **PHONE:** |  | **FAX:** |  |  |
| **EMAIL:** |  | | |  |
| **VIT REG. NO:** |  | **WWC NO:** |  |  |
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| **Referees** 1. | Name: | |  | | **Phone:** |  |  |
|  | Position: | |  | | | |  |
| 2. | Name: | |  | | **Phone:** |  |  |
|  | Position: | |  | | | |  |
| **Applicant’s signature:** | | |  | **Date:** | |  |  |
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| **SCHOOL ENDORSEMENT** | | | | | | |  |
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| **Principal’s Name:** | |  | | |  | |  |
| **Signature:** | |  | | | **Date:** |  |  |
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