



Department
of Education

SCHOOL SPORT VICTORIA

PRIMARY REGION COORDINATOR

INDIVIDUAL/WINTER SPORTS COORDINATOR

POSITION DESCRIPTION

POSITION:	Primary Region Coordinator INDIVIDUAL/WINTER SPORTS ONE per SSV Sporting Region ie 8 positions EMR, Gippsland, GWR, Hume, LMR, NMR, SMR, WMR
ORGANISATION:	School Sport Victoria (SSV)
TERM:	2024 with an option for 2025
REMUNERATION:	<p>Region Coordinators in government schools will be paid through eduPay up to \$7500 as per DE Special Payments</p> <p>Region Coordinators in non-government schools will be paid through their school's payment system up to \$7500</p> <p>Region Coordinators not in a school and acting as sole traders with a current ABN will be paid, on invoice, up to \$7500</p>
GENERAL DESCRIPTION:	The successful applicant for the Primary Region Coordinator Position will be responsible for the delivery of the key responsibilities in their SSV Sporting Region. The position will also provide operational and management support for the relevant SSV Region School Sports Officer.
KEY RESPONSIBILITIES:	<p>Liaise and consult with the relevant Division Coordinators and Region School Sports Officer</p> <p>Organise and conduct the Primary Region Swimming, Track and Field</p> <p>Organise and conduct the Primary Region Winter Sports</p> <p>Book venues, specialist officials, conveners, first aid and prepare draws and results for these sports</p> <p>Provide all Region dates for Team Up to relevant Region School Sports Officer, advising of changes throughout the year. Maintain and update the SSV Region website pages for these sports</p> <p>Liaison with respective Division Coordinators to prepare rules, information, draws, protest and appeals for these sports</p> <p>Notify the State Programs officer and complete the online entry form for Region representatives in the sports listed above by the due date</p> <p>Share, promote and distribute SSV Communications</p> <p>Conduct meetings with relevant Division Coordinators</p> <p>Complete and submit participation data for these sports</p> <p>Prepare the budget for these sports and forward approved invoices to SSV Finance or school Business Manager in a timely manner for payment</p> <p>Projected Budget for these sports for the following year be submitted in October each year</p> <p>Acquitted Budget, to be submitted by the end of November each year</p>

	<p>Adhere to the SSV Procedures and Policies, including Child Safety, Privacy, Protests and Appeals, General Conditions of Competition, Pathways and Progressions and Invitations Policies</p> <p>Attend the Region Swimming and Track and Field and undertake duties as assigned.</p> <p>Attend Region Forums/Conferences, minimum of 2 per year</p> <p>Attend any other Region Coordinator Meetings or undertake any tasks as requested by the Operations Manager</p> <p>Undertake such duties as may be assigned by the Region School Sport Officer or Operations Manager</p>
HIGHLY DESIRABLE:	<p>Attend the Region Cross Country and undertake duties as assigned</p> <p>Attend the State Championships Swimming, Cross Country and Track and Field and undertake duties as assigned</p>
OTHER FINANCES:	<p>Each government and non-government school with a Region Coordinator position will be able to receive reimbursement of up to \$6000 per year for Casual Relief Teacher (CRT) coverage to replace them in their schools whilst undertaking Region Coordinator duties.</p>
KEY SELECTION CRITERIA:	<p>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.</p> <p>RESOURCE MANAGEMENT Demonstrated experience in managing a budget and other resources to deliver a program on budget and on time.</p> <p>TEAM WORK Demonstrated capacity to work collaboratively across teams and manage workloads to achieve program objectives.</p> <p>ANALYSIS AND ADVICE Demonstrated ability to provide analysis and advice on program implementation at a regional or local level.</p> <p>COMMUNICATION Demonstrated oral and written communication, interpersonal, negotiation and consultation skills to work effectively with staff and external stakeholders</p>
HOW TO APPLY:	<p>Application Link – click here</p> <p>You will be asked to upload:</p> <ul style="list-style-type: none"> • Your CV • Your responses to 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 23 October 2023</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>