



SCHOOL SPORT VICTORIA  
SECONDARY REGION COORDINATOR  
INDIVIDUAL/TERM 2 SPORTS COORDINATOR

POSITION DESCRIPTION

<b>POSITION:</b>	Secondary Region Coordinator INDIVIDUAL/TERM 2 SPORTS ONE per SSV Sporting Region ie 8 positions EMR, Gippsland, GWR, Hume, LMR, NMR, SMR, WMR
<b>ORGANISATION:</b>	School Sport Victoria (SSV)
<b>TERM:</b>	2024 with an option for 2025
<b>REMUNERATION:</b>	Region Coordinators in government schools will be paid through eduPay up to \$9000 as per DET Special Payments
	Region Coordinators in non-government schools will be paid through their school's payment system up to \$9000
	Region Coordinators not in a school and acting as sole traders with a current ABN will be paid, on invoice, up to \$9000
<b>GENERAL DESCRIPTION:</b>	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 Sports Officer.
<b>KEY RESPONSIBILITIES:</b>	Liaise and consult with the relevant Division Coordinators and Region School Sports Officer
	Organise and conduct the Secondary Region <b>Swimming, Track and Field</b>
	Organise and conduct the Secondary Region <b>Term 2 Sports</b>
	Book venues, specialist officials, conveners, first aid and prepare draws and results for these sports
	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
	Liaison with respective Division Coordinators to prepare rules, information, draws, protest and appeals for these sports
	Notify the State Programs officer and complete the online entry form for Region representatives in these sports by the due date
	Share, promote and distribute SSV Communications
	Conduct meetings with relevant Division Coordinators
	Complete and submit participation data for these sports
	Prepare the budget for these sports and forward approved invoices to SSV Finance or school Business Manager in a timely manner for payment
	Projected Budget for these sports for the following year be submitted in October each year
	Acquitted Budget, to be submitted by the end of November each year



	Adhere to the SSV Procedures and Policies, including Child Safety, Privacy, Protests and Appeals, General Conditions of Competition, Pathways and Progressions and Invitations Policies
	Attend the Region Swimming and Track and Field and undertake duties as assigned
	Attend Region Forums/Conferences, minimum of 2 per year
	Attend any other Region Coordinator Meetings or undertake any tasks as requested by the Operations Manager
	Undertake such duties as may be assigned by the Region School Sports Officer or Operations Manager
<b>HIGHLY DESIRABLE:</b>	Attend the Region Cross Country and undertake duties as assigned
	Attend the State Championships Swimming, Cross Country and Track and Field and undertake duties as assigned
<b>OTHER FINANCES:</b>	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.
<b>KEY SELECTION CRITERIA:</b>	<p><b>PLANNING AND DELIVERY MANAGEMENT</b> 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><b>RESOURCE MANAGEMENT</b> Demonstrated experience in managing a budget and other resources to deliver a program on budget and on time.</p> <p><b>TEAM WORK</b> Demonstrated capacity to work collaboratively across work teams and manage workloads to achieve program objectives.</p> <p><b>ANALYSIS AND ADVICE</b> Demonstrated ability to provide analysis and advice on program implementation at a regional or local level.</p> <p><b>COMMUNICATION</b> Demonstrated oral and written communication, interpersonal, negotiation and consultation skills to work effectively with staff and external stakeholders</p>
<b>HOW TO APPLY:</b>	<p>Application Link – <a href="#">click here</a></p> <p>You will be asked to upload:</p> <ul style="list-style-type: none"> <li>• Your CV</li> <li>• Your responses to the Key Selection Criteria</li> <li>• A copy of your current VIT registration (if applicable)</li> <li>• A copy of your current Working with Children Card (if applicable)</li> </ul> <p><b>Closing date for applications is 5 pm on Monday 23 October 2023</b></p>
<b>ONCE APPLICATIONS CLOSE:</b>	<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>
<b>FURTHER INFORMATION:</b>	<p>Further information about the position can be obtained from the SSV Operations Manager by email to <a href="mailto:ssv.interschoolsport@education.vic.gov.au">ssv.interschoolsport@education.vic.gov.au</a></p>