

Title:

Club Support Officer

Role:

The aim of the position is to support grassroots sporting clubs and communities. The WRSA's role is to support volunteers to ensure they are growing their clubs, in inclusive and family friendly environments, and they have basic capacity to promote participation that drives active and healthy lifestyles. The fundamental objectives of the position are to:

- In partnership with the Team Leader, deliver the Together More Active program work plan;
- Increase social inclusion and social connection opportunities for communities through the provision of a diverse program of activities across our catchment.
- Build the capacity of local sporting clubs and associations in the Wimmera region.
- Make a strong contribution to developing a positive and flexible organisational culture.
- Implement a range of community wellbeing programs for clubs in partnership with our community partners.

Organisation:

The Wimmera Regional Sports Assembly is the peak body for community sport in the Wimmera. Our purpose is to enable a more active, healthy & inclusive Wimmera through Sport & Active Recreation. The WRSA is one of nine Regional Sports Assemblies across regional Victoria whose primary aim is to assist in facilitating the development of quality sporting and recreational opportunities for the communities they service. The WRSA develops and uses its wide-ranging networks, alliances and capacity to bring together diverse organisations to improve the health and wellbeing of people through participation in sport and recreation activities and delivery of professional community services.

1. Position Framework

- a) Full time position – 38 hours per week.
- b) Wage is based on the Social Community Home Care & Disability Services Industry Award 2010 (the Award) and the National Employment Standards (NES) are the minimum terms and conditions for this position - Social and community services employee level 3 pay point 1 (depending on experience and qualifications).
- c) An Assembly vehicle is available for work related travel.
- d) Position is located at the WRSA Office, 22b Pynsent Street Horsham.
- e) Starting date – October-November 2023.

- f) The Assembly is an equal opportunity employer.

The key objectives of the program are:

The Club Support Officer position will be responsible for the overall design and implementation of the Wimmera physical activity & active recreation program plans; these include:

Program coordination and delivery

- Provide administrative support to the Team Leader related to the delivery and reporting on the Community Sport program work plan
- Support the Team Leader to develop, report and work within the program budget
- Assist in developing, building and maintaining strong relationships with stakeholders throughout the life of project to assist in ensuring stakeholders are fully involved and engaged in the program through high quality professional communication
- Work with clubs and community organisations to generate participation and physical activity opportunities for a diverse range of people
- Identify key issues, service gaps, and service development opportunities.

Administrative and IT duties

- Collect project reporting data and maintain reporting tools in Excel, Word, MS Teams and other required tools
- Investigate and be aware of sport & volunteering participation trends in the Wimmera
- Draft and proof reports, and other communications to stakeholders with diligent formatting of documents to ensure a consistent and professional end product
- Respond in a professional, helpful and timely manner to community inquiries as authorised.
- Maintain accurate and up to date data for the project as appropriate
- Develop report templates and other program promotion material in MS Office 365, Mailchimp, Canva, social media and/or other related software's

Other roles

- Assist with program marketing such as social media, blog posts and through other mediums as necessary;
- Support other WRSA team members when able and as required
- Attend relevant networking events on behalf of the WRSA; and,
- Any other tasks as reasonably given by the Executive Officer.

As part of your role, you may be working with young people, some of whom may be vulnerable. It is your obligation to always ensure their safety and report any concerns that you have, in line with the WRSA's duty of care obligations. You will be required to regularly provide the necessary working with children, police records and reference checks.

KEY SELECTION CRITERIA

Specialist Knowledge and Skills

- Demonstrated experience and commitment to working in the Not for Profit, community sport, and/or community development sector
- Highly developed interpersonal and communication skills and the ability to work as part of a team
- Demonstrated capability to develop, coordinate and implement projects, including, monitoring and evaluation of projects
- High level facilitation skills: workshops, meetings etc. with competent public speaking capacity
- Demonstrated ability to communicate effectively and work with people from different backgrounds and of all abilities
- Highly developed information technology skills and knowledge

Formal Qualifications and/or experience.

- Appropriate tertiary qualifications and/or substantial relevant experience in areas such as sport, recreation, health promotion and community development.
- Qualifications and /or experience in being a member of a diverse team in the sport, recreation, community development sectors
- Proficiency in common business management systems and processes including: finance and budgeting; human resources; project management and information technology
- Current Victorian Driver's licence
- Current "National Police Name Check" and "Working with Children Check"

Please consider the roles & responsibilities section above when formulating your responses to the key selection criteria.

Our preferred candidate will have the personal and behavioural skills following:

Planning

- Ability to perform administrative duties, organise and prioritise in a busy environment with multiple and conflicting demands
- Capacity to balance the need to operate independently or work as part of a team, as tasks require

Team Building

- Ability to provide reliable support to all team members and maintain a positive team spirit

Communication

- Ability to communicate effectively both internally and externally
- Professional telephone manner
- Excellent customer service skills
- Advanced written skills with a high attention to detail

Problem Solving

- Ability to trouble shoot and problem solve
- Ability to work in a busy environment managing multiple tasks from across the organization.

Interpersonal

- Well rounded inter-personal skill set with capacity to build strong team relationships, work effectively in a team environment and initiative process improvements where required
- Ability to empathise with community stakeholders to best facilitate project co-design processes
- Ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly

IT (Microsoft App Suite and other)

- Advanced skills in MS Office Suite, other MS apps (eg MS Teams) and Internet software packages
- Accurate typing & report writing
- Intermediate IT knowledge and troubleshooting skills

Behavioural Skills

- Highly self-motivated and proactive, efficient in the implementation of administrative duties
- Team player: ability to work effectively as a member of a passionate, dedicated and hardworking team.

Please consider the roles & responsibilities section above when formulating your responses to the key selection criteria.

Applications are invited for the position by completing a covering letter and addressing the Key Selection Criteria.

Applications should be emailed to eo@wrsa.org.au by September 30, 2023. From these applications interviews will be scheduled for early-October 2023 with the successful applicant to start in the position by the end of October 2023.