



**POSITION DETAILS – Access for All Abilities Participation Officer 0.4FTE (Part Time)**

<b>Position Title:</b>	Access for All Abilities Participation Officer <i>(Part-Time)</i>	<b>Position Reports to:</b>	Team Leader
<b>Industrial Instrument/s:</b>	Social, Community, Home Care and Disability Services Industry Services Award (“the Award”) and National Employment Standards (NES)	<b>Classification, Status and Hours:</b>	Level 2, Pay Point 1 to Level 3, Pay Point 3 Community Development Worker  Part-Time (0.4FTE) fixed term until 30 June 2023  Flexibility of hours is required including some evening and weekend work
<b>Remuneration:</b>	Commencing rate between \$29.12 - \$34.20 per hour plus 10.5% Superannuation plus Leave Loading *Dependent on qualifications and experience	<b>Location:</b>	This position is based at the South West Sport Office in Warrnambool  May require travel throughout South West Region

**ABOUT SOUTH WEST SPORT**

***Our vision is to be a leading organisation in the sport and recreation sector that is pivotal in developing healthier, more inclusive, and active communities in the South West of Victoria.***

With an office located in Warrnambool, we provide support and advice to the South West region in Victoria; including Glenelg, Southern Grampians, Moyne, Corangamite, and Warrnambool.

South West Sport is a Regional Sports Assembly which provides advice and support to clubs, leagues and associations across the region, they work closely with the sports sector, local government, and other likeminded community organisations to build the capacity of community sport within the region, create participation opportunities, and champion inclusion in sport.

**ABOUT OUR CULTURE**

- **Priority Lens** – Gender equity is at the forefront of our thinking
- **What We Aspire to Be** – Accessible, professional, unique, local and supportive
- **What We Value** – Leadership, equity, integrity, innovation, participation, achievement and partnerships
- **Promise** – A service that connects with its members and clients
- **Delivery** – Active, responsive and flexible and will take a problem-solving approach

## **POSITION OVERVIEW**

Reporting to the 'Team Leader', the 'Access for All Abilities Participation Officer' will:

Support the delivery of the Access for All Abilities (AAA) Program. The role will work closely with the broader South West Sport team, community, and stakeholders to create and deliver participation opportunities for people with a disability, and build the capacity of clubs within the south west to be inclusive.

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

- Implement delivery of South West Sports, Access for All Abilities Program workplan, under general guidance from the Team Leader
- Support sports clubs to engage in inclusive programming and develop participation opportunities
- Lead delivery of South West Sports led, AAA Participation Programs
- Support Individual participant referrals
- Plan and facilitate club/community workshops, forums and presentations to support implementation of the AAA workplan
- Active contribution to planning, evaluation, reporting, and SWS communications strategy
- Establish and maintain key partnerships and relationships to support the implementation of the AAA workplan. Including, within local government, disability service providers, community organisations, state sporting associations, and community sporting clubs
- Work collaboratively with the SWS team and external stakeholders to build the capacity of community sport, increasing participation of people with a disability and increasing inclusion in sport
- Work under general direction from Team Leader, contributing to the development of work methods and setting of outcomes, within program objectives
- Deliver work plan goals which are developed in conjunction with Team Leader
- Provide administrative support to the Team Leader as required
- Exercise judgement and contribute critical knowledge and skills where procedures are not clearly defined
- Use South West Sport IT systems (as developed) to keep up to date with organisational information and communication about work related issues
- Attend and contribute to meetings, professional networks, scheduled workshops, and training opportunities
- Make a strong contribution to developing a positive and flexible organisational culture
- Abide by South West Sport's Code of Conduct, policies and work practices
- Ensure that management are immediately informed of any customer issues that arise and ensure appropriate reporting mechanisms have been followed.



## ORGANISATIONAL RELATIONSHIPS

<b>Position Reports To</b>	Team Leader
<b>Reporting to this Position</b>	N/A
<b>Internal Relationships</b>	All staff at South West Sport including Executive Officer, Team Leader, Program Team and Board of Management.
<b>External Relationships</b>	South West Sport customers/clients, members, external service providers, sector networks, community organisations such as sporting clubs, state sporting associations, community health agencies, Vic sport, Local Government Authorities, key funding agencies including VicHealth, Sport & Recreation Victoria, corporate sponsors, philanthropic trusts, Regional Sports Assemblies and Regional Sport Victoria

## HEALTH, SAFETY AND WELL BEING

Complies with South West Sport OH&S and Wellbeing policies and procedures and cooperates and participates with activities (such as meetings or training) as undertaken by South West Sport to comply with OH&S and environmental legislation.

Takes reasonable care for the safety of his/her own health as well as others who may be affected by their conduct in the workplace and does not wilfully place at risk the health or safety of any person in the workplace or interfere with or misuse anything provided in the interest of environmental health and safety or welfare.

Alerts Team Leader or Executive Officer immediately if there are any potential or actual safety concerns to self or others.

## POSITION CAPABILITY FRAMEWORK

Indicative traits of the position has been assessed as a minimum of Level 2 of the '[Community Sector Workforce Capability Framework 2010](#)'.

Key Selection Criteria	
1. Previous experience in planning and facilitating club or community workshops, forums or presentations for a diverse audience including the ability to engage and encourage discussions and information sharing among participants.	REQUIRED
2. Proactive approach to contributing to the achievement of individual, team and organisational goals including the ability to work with initiative and independence.	
3. Strong project management skills and experience in delivering small and larger scale project deliverables and outcomes.	
4. Effective communication skills, written and verbal, with the ability to adapt style, demonstrating an awareness of self and others (strong emotional intelligence).	
5. The ability to undertake a large component of administrative work and react in a fast-paced, efficient manner, however also capable of seeing trends and the bigger picture and feeding upwards to inform the Team Leader and Executive Officer.	
6. A strong understanding of the principles and practice of sport and club development and the delivery of community-based health promotion and community inclusion initiatives.	
7. A strong understanding of the Social Determinants of Health and the Principles of Co-Design.	
8. Excellent interpersonal skills and demonstrated ability to connect and communicate with a broad audience including senior executive staff and community club volunteers and people from diverse backgrounds.	
9. Current nationally recognised Police Check.	
10. Current Victorian Working with Children Check.	
11. Current Full Victorian Drivers Licence.	
12. Degree / Qualification in Sports Management, Health Promotion, Education, Disability Services or relevant discipline.	DESIRED
13. Experience in facilitating Strategic Plans.	
14. Experience and knowledge of disability sector.	

## DECLARATION

I acknowledge that I have read and understood this Position Description which forms part of my Employment Contract from the date of issue. I accept that the Position Description may need amending and updating from time to time due to change in responsibilities and organisational requirements.

NAME

SIGNATURE

DATE

***NB: South West Sport commits to being a Child Safe organisation. Our Code of Conduct, relevant policies and processes ensure this is a priority, especially during recruitment.***