



Department of Education

**SCHOOL SPORT VICTORIA**  
**PRIMARY DIVISION COORDINATOR**  
**POSITION DESCRIPTION**

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| <b>POSITION:</b>             | 55 x Primary Division Coordinator positions   |
| <b>ORGANISATION:</b>         | School Sport Victoria (SSV)   |
| <b>TERM:</b>                 | 2024 with an option for 2025  |
| <b>REMUNERATION:</b>         | 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  |
| <b>GENERAL DESCRIPTION:</b>  | The successful applicant for the 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. |
| <b>KEY RESPONSIBILITIES:</b> | Liaise and consult with the relevant Primary District and Region Coordinators   |
|                              | Organise and conduct the Division Athletic, Cross Country and Swimming competitions   |
|                              | Organise and conduct the Division Summer and Winter sports  |
|                              | Book venues, specialist officials, conveners, first aid and prepare draws and results for these sports  |
|                              | Develop the Division Calendar and update and maintain the SSV Division website pages for these sports   |
|                              | Liaison with respective District Coordinators to prepare rules, information, draws, protest and appeals for these sports  |
|                              | Notify the relevant Region Coordinator and complete the entry form for Division representatives in the sports listed above by the due date  |
|                              | Provide advice to schools and assist, where practical, with the conduct of competitions   |
|                              | Handle protests and disputes within the Division  |
|                              | Conduct meetings with relevant District Coordinators and keep minutes of all decisions made and produce financial reports.  |
|                              | After consultation with the District Coordinators, collate and submit participation statistics for the Division   |
|                              | Prepare the budget for these sports and forward approved invoices to school Business Manager/SSV Finance managing the Division funds  |
|                              | 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  |

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|                                 | <p>Invoice members schools for any funds to be raised locally for the delivery of Division events and, if necessary, remunerate the Division Coordinator. Remunerations should add to no more than \$9000</p> <p>Share, promote, distribute SSV Communications</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 Division Swimming, Cross Country and Track and Field</p> <p>Attend SSV Forums/Conferences, minimum 2 per year</p> <p>Undertake such duties as may be assigned by the Division Committee</p>   |
| <b>HIGHLY DESIRABLE:</b>        | <p>Attend Region Swimming, Cross Country and Track and Field and undertake duties as assigned</p> <p>Attend the State Championships Swimming, Cross Country and Track and Field and undertake duties as assigned</p>  |
| <b>KEY SELECTION CRITERIA:</b>  | <p><b>PLANNING AND DELIVERY MANAGEMENT</b><br/>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><br/>Demonstrated experience in managing a budget and other resources to deliver a program on budget and on time.</p> <p><b>TEAM WORK</b><br/>Demonstrated capacity to work collaboratively across teams and manage workloads to achieve program objectives.</p> <p><b>ANALYSIS AND ADVICE</b><br/>Demonstrated ability to provide analysis and advice on program implementation at a regional or local level.</p> <p><b>COMMUNICATION</b><br/>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>  |