

POSITION DESCRIPTION

COMMUNITY & SPORTS PROGRAMS OFFICER – LEFEVRE

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"> • Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan 	<ul style="list-style-type: none"> • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future 	<ul style="list-style-type: none"> • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication

POSITION DESCRIPTION



The position is:

Position Title	Community & Sports Programs Officer - Lefevre		
Department & Section	Community Development – Community and Wellbeing		
Team	Active Living – The Lights & Lefevre		
Reporting to	Community and Sports Centre Coordinator – The Lights & Lefevre		
Positions Reporting to it	Active Living Officer Volunteers		
Classification and Stream	MOA Level 4		
Position Number	5170	Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

How does this position contribute to our community?

- The Community and Sports Programs Officer plays a key role within the high-performing teams at both The Lights & Lefevre Community and Sports Centres, bringing innovation, enthusiasm, and experience to support these facilities as premier hubs for community, recreation, and sport.
- Provides inclusive and welcoming spaces where people from diverse backgrounds can enhance their health and well-being.
- Takes the lead in developing, managing, and supporting initiatives that actively engage the community.
- Creates programs, fosters partnerships, facilitates activities, and promotes opportunities delivered by the Active Living team.

What does the position do?

- Lead programs, activities, and events such as expos, carnivals, and conferences that align with the Centre's vision and key objectives for the community, with a focus on evaluating social outcomes.
- Support the operations of Lefevre community facilities, including multi-use indoor and outdoor venues, recreational reserves, and sporting amenities such as skate parks and courts, ensuring they are well-maintained and accessible to the community.
- Lead and embed the Lefevre Wellbeing Hub program in partnership with Preventive Health SA, ensuring alignment with broader health and wellbeing strategies.
- Contribute to a vibrant place where people connect, learn and participate in activities that improve their physical and mental wellbeing.
- Foster collaborations to support shared opportunities, strategies, and goals that align with the broader Lefevre community and its spaces.
- Provide an outstanding experience for the community, customers, stakeholders and visitors of the centre.
- Develop and maintain relationships with community stakeholders to foster collaboration.
- Supervision of the Lefevre Community and Sports Centre program team, including volunteers, and Active Living Officer
- Introduces creative and impactful programs and events that align with the centre's objectives, attracting a wide demographic of participants
- Build lasting and collaborative relationships with facility and community stakeholders
- Contribute to the development and delivery of programming initiatives for the Lights Community and Sports Centre.
- Sets priorities and organises own work and that of direct reports to deliver timely operational objectives.

- Other reasonable duties as required are undertaken.

What outcomes does the position deliver?

- Development and delivery of programs that encourage community participation, inclusivity, and active living, fostering a sense of belonging and well-being.
- Increased use of the facilities through activities and events designed to meet the diverse needs of the community.
- Club development and programs are successful through membership growth and participation.
- The talents and the assets within the community are utilised to support the functions of the centre.
- A foundation for growth and diversity bringing people together to try new challenges.
- A community with deep interactions and strong relationships.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Committed to collaborating effectively to achieve wellbeing outcomes within the community
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Good problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

Qualifications for the position

- A relevant tertiary qualification or comparable experience in community sport and recreation or a related field (essential)
- Working with Children Check Clearance (mandatory)
- Child Safe Environment (Mandated Notification) training is essential, or willingness to undertake training.

Experience

- Experience in community sport / recreation / facility environment
- Experience in delivering diverse community, sport and/or recreation programs and activities
- Experience in stakeholder engagement and management
- Experience in applying risk management principles and processes
- Experience in developing and coordinating programs and activities, within complex and diverse recreation, sport or related facilities
- Proven experience in working with diverse communities and cultures

Knowledge

- General operations of community, sport, recreation and leisure facilities
- Contemporary trends in sport and recreation
- Community Development principles
- Risk management principles and processes

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____