

POSITION DESCRIPTION

Position summary

Position Title (ID)	Lead Coordinator - Summer Sport Events (LSV05016)		
Career Level	Lead Coordinator	Position Category	Fulltime / Permanent
Business Unit	Education, Sport and Club Development, Aquatic Sport	Location	Port Melbourne
Reporting to	Manager - Aquatic Sport	Direct Reports	Sport Event Administrator Casual Event Support
General description:	The Lead Coordinator - Summer Sport Events is responsible for coordinating the planning, administration, operations and execution of the LSV Aquatic Sport summer portfolio of events and programs and provide administrative and operational assistance to the Aquatic Sport Executive and its panels enabling the successful delivery of Aquatic Sport events and programs.		
Governing councils:	Aquatic Sport Council and Executive		

Who we are

Overview of LSV:	Our mission is to prevent aquatic related death and injury in all Victorian communities. Our vision is that all Victorians will learn water safety, swimming and resuscitation and be provided with safe aquatic environments and venues.
Our values:	<p>At LSV our core values help us in our decision-making and guide the way we treat volunteers, our community and each other. They are the standard by which we and others will judge the actions of LSV.</p> <ul style="list-style-type: none"> • Positive and respectful relationships (cultural and intergenerational) • Being open, welcoming and inclusive • Personal development through a commitment to lifesaving • Develop healthy lifestyles • Taking personal responsibility for betterment • Being relevant in today's and tomorrow's society • Efficient and appropriate use of available resources • Building stronger and safer communities
Safeguarding Children:	It's everyone's responsibility at LSV to understand and comply with LSV's and SLISA's Safeguarding Children and Young People guidelines.
Risk and safety:	We always take a risk-based approach, ensuring we are informed in our decision making. The safety of our staff, volunteers, and the community is at the forefront of our decisions and activities.

Key responsibilities

- Provide coordination, administration and support of summer event processes, logistics applications and databases related to registrations, awards, competition entries and results, plus maintaining accuracy of information and communication to relevant stakeholders. This includes databases, applications, and websites.
- Support the Aquatic Sport social media and communication plan, including leading the production and implementation of handbooks, guidelines and other resources for competitors, officials, coaches, volunteers and parents in relation to Aquatic Sport summer events, as well as promotional resources to promote the sport and its athletes.
- Support and assist volunteer members in designated Aquatic Sport roles, including competition, athlete and development committees and panels and provide administration support to the Aquatic Sport Executive & Council.
- Support program planning and development for Summer events through supporting development, implementation and administration of operational and logistical plans, development of business plans and marketing publications, event communication plan, risk management and safety plans, and assist in the development and submission of tenders, grants and sponsorship applications and reporting against such agreements.
- Lead and coordinate the end-to-end planning, execution and post-event reviews of the LSV Aquatic Sport summer events; including administration, operational, sponsorship, logistics and communication for:
 - All LSV-led summer lifesaving carnivals and events
 - Major summer events - State Championships (Junior and Senior)
 - Masters Competition
 - Winter Surf Series
 - Wieland Shield
- Support the administration and coordination for the following additional events/series:
 - Athlete development programs (e.g. Winter Development Series / Squad / Sport Excellence Program / Camps)
 - Pool Lifesaving season
 - IRB season
 - Major winter events - State Championships (Pool and IRB)
 - State and Development Teams (including Youth Pathway Cup and Interstate Teams)
- Provide data, statistics and reports to support production of proposals and reports for projects, regular reporting, income and expenditure maintenance (inclusive of invoicing) and assist with financial acquittals for grants, donations and sponsorships.

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Liaison and key relationships

Internal	<ul style="list-style-type: none"> • LSV Staff • Aquatic Sport Council and Executive • Aquatic Sport Panels and Representatives • LSV Volunteers • Lifesaving Clubs • National SLSA, SLSF & RLSSA 	External	<ul style="list-style-type: none"> • Regulatory Bodies, Emergency Management Victoria and key agencies. • Community Groups • Local Government, Land Managers and Waterway Managers • State Government departments and agencies • Sponsors & in-kind supporters • Suppliers & Key Service Providers • Other agencies, aquatic industry agencies
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Experience and Qualifications

Essential experience and qualifications	<p>To be successful in this role you must have:</p> <ul style="list-style-type: none"> • Degree in Business Administration, Sports Administration/Management or equivalent work experience. • At least 3 years experience leading and supporting the administrative and operational delivery of events with limited supervision in a multi-tasking environment. • Experience managing projects requiring excellent stakeholder management, customer contact skills (including handling difficult customer calls and/or complaints), problem solving, ability to deliver verbal directives and the ability to work to deadlines and within budgets. • Demonstrated ability in the use of MS Office Suite, in particular mail merge, document design and web forms, understanding of social media and website technology, and high level data processing skills, with accuracy and speed • Ability to work flexible hours, including weekends and after hours, and a current Australian Drivers Licence • Must have or be able to obtain an employee Working with Children Check.
Desirable experience and qualifications	<p>Whilst not essential, the following will also help you be successful in this role:</p> <ul style="list-style-type: none"> • Experience in lifesaving and/or lifesaving sport • Previous experience in a volunteer, member or community orientated organisation with an event delivery focus • Understanding and experience of working with volunteers in a professional capacity • Understanding of and commitment to quality assurance principles • Ability to use a variety of database applications • Knowledge of water safety, lifesaving, Life Saving Victoria, Surf Life Saving Australia and Royal Life Saving Society Australia.

Lead Coordinator Capabilities

The LSV capability framework describes the capabilities, expressed as behaviours and skills, which set out clear expectations about performance at LSV. Core Capabilities describe the behaviours and skills fundamental to delivering LSV's mission and vision and Supporting Capabilities describe behaviours and skills that enable this success. Below are the capabilities required for this position.

Core Capabilities	Knowing our Sectors	Applies understanding of LSV's operating models; is able to view issues in respect of these models, etc. Is aware of the impact the team's actions on LSV's operating models and uses this information to provide guidance to others.
	Driving Results	Takes ownership for delivery of allocated work streams in a timely and effective manner and escalates issues where required. Ensures the quality of outputs of direct reports and ensures they are delivered within determined budget and timeframe.
	Focusing on Stakeholders	Develops a thorough familiarity of stakeholders and considers and balances these in activities undertaken. Ensures the activities of others within their team(s) are aligned with balancing stakeholder and LSV needs.
	Managing Risk & Compliance	Proactively seeks additional information to identify potential risk factors in ambiguous situations. Ensures others are aware of the impact of their actions on LSV's mission and vision.
	Leading People	Supports and provides focused on-the-job training for colleagues and new starters to address skill gaps, and role models LSV's values. Provides ongoing feedback in a constructive manner to increase employees' capabilities and confidence.
Supporting Capabilities	Innovation	Thinks beyond the team's conventional approaches to formulate creative methods to deliver results. Encourages reports to think creatively and input into problem solving discussions that contribute toward organisational effectiveness.
	Agility	Flexibly adapts to accommodate changing requests from their leader, identifies if a change in priority is required and reacts accordingly. Is open to new methods, ideas or approaches.
	Collaboration	Identifies opportunities to work with others and actively participates in accomplishing team goals. Encourages the contribution of knowledge and expertise from others to support the accomplishment of both individual and team goals.
	Communication	Explains facts, practices, policies, etc., to others within the scope of their role. Produces work in a manner that is clear, easy to understand and culturally appropriate. Uses vocabulary that is appropriate to the audience. Demonstrates active listening. Ability to professionally present information to stakeholders.
	Being your Best	Role models resilience and responds appropriately in challenging situations. Works through challenges and remains calm and focused. Is responsive to and respectful of diverse cultures, backgrounds, experiences, perspectives, values and beliefs. Understands the link between health, wellbeing and personal effectiveness. Shares and participates in healthy habits; social, exercise, betterment.