

CatholicCare NT Role Description

Position Title	Indigenous Sports Program Coordinator
Position Number	CC2067
Salary	Base Salary SCHADS Level 4 Plus Superannuation Guarantee Contribution, 17.5% leave loading and salary packaging option
EFT	Full time 38 hours per week Monday to Friday 11:00am - 7:30pm
Location	Tiwi Islands (Wurrimiyanga, Milikapiti, Pirlingimpi)
Commencement	ASAP
Completion	Ongoing (subject to funding)
Last Reviewed	April 2024

1. Program Description

CatholicCare NT's Indigenous Sports Program delivers sport and recreation programs for school aged children on the Tiwi Islands, at Wurrimiyanga, Milikapiti and Pirlingimpi.

The program aims to deliver sport and recreation activities that the children and general community are interested in, with the aim of providing enjoyment, improving health and wellbeing, diverting children from the criminal justice system and building community cohesion.

2. Purpose of the Position

The Coordinator is responsible for leading the delivery of the project, including working with local community members and other services to plan and deliver suitable activities to meet the program objectives.

3. Organisational Relationships

Works under general direction and reports to directly to the Regional Manager, Tiwi Islands.

4. SCHADS Level 4 Characteristics

- Work under general direction in functions that require the application of skills and knowledge appropriate to the work. Generally, guidelines and work procedures are established.
- Application of knowledge and skills, gained through qualifications and/or previous experience in a discipline.
- Contribute knowledge in establishing procedures in the appropriate work-related field.
- May be required to supervise various functions within a work area or activities of a complex nature.
- May involve a range of work functions, which could contain a substantial component of supervision.
- May be required to provide specialist expertise or advice in their relevant discipline.
- Requires a sound knowledge of program, activity, operational policy or service aspects of the work performed with a function or a number of work areas.

- Require skills in managing time, setting priorities, planning and organising their own work and that of lower classified staff and/or volunteers where supervision is a component of the position, to achieve specific objectives.
- Expected to set outcomes and further develop work methods where general work procedures are not defined.

5. Key Responsibilities and Performance Standards

5.1 Plan, coordinate and implement activities to support the objectives of the program

- Coordinate and supervise service delivery and daily operation of the program, including direct delivery of programs.
- Supervision and support of local Sport and Recreation Officers including rostering and skill building
- Develop and implement program plans including consultation with local staff and stakeholders
- Promote the program through suitable channels including social media, community notice boards and face-to-face and collect “good news stories” for use by funding bodies and CCNT.
- Engage, encourage, support and utilise community volunteers with skills and experience in the relevant activities to assist with delivering activities.
- Work towards increased community cohesion by promoting and encouraging respect for all including participants, spectators, sporting officials and providing a healthy form of social interaction where all activities are “Drug and Alcohol Free”.
- Work in an integrated fashion with other CCNT services, contribute to CCNT Tiwi Islands team tasks and activities as required. .

5.2 Stakeholder Engagement

- Develop and maintain collaborative networks with relevant government and community based agencies.
- Maintain professional and collaborative relationships with all clients, community members, stakeholders and CCNT staff.
- Work with sport and recreation organisations and education institutions to provide training, mentoring and coaching for the program’s Sport and Recreation Officers.
- Create a safe, respectful and enjoyable environment for participants.

5.4 Participate in Supervision and Evaluation activities by:

- Keep accurate written records of attendance data showing evidence of participation and collect satisfaction feedback from participants and community members.
- entering accurate data and case notes in line with program requirements
- providing reports and feedback as requested
- actively participating in evaluation activities
- attending supervision to reflect and review case management practices as per CatholicCare NT policy

5.5 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty eight (48) hours.

6. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the position and demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance
- Demonstrated organisational fit with ability to work within a culture and values framework
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required
- Ability to represent CCNT in a culturally appropriate and professional manner at all times

7. Work Conditions

This position requires after hours and weekend work as approved by the Regional Manager. After hours work will be balanced by equivalent time off through the week so that the total hours does not exceed 76 hours per fortnight. The incumbent is required to live on the Tiwi Islands and travel between communities to fulfil the requirements of the program.

8. Selection Criteria

- 1) Prerequisites
 - I. relevant four year degree with one year's relevant experience;
 - II. three year degree with two years of relevant experience;
 - III. associate diploma with relevant experience;
 - IV. lesser formal qualifications with substantial years of relevant experience; or
 - V. attained through previous appointments, service and/or study, an equivalent level of expertise and experience to undertake a range of activities. Experience in managing sport and recreation programs particularly within the remote community setting.
- 2) Proven ability to lead, manage and develop indigenous staff.
- 3) Ability to maintain professional relationships with stakeholders including participants, community members, government and community-based agencies and CCNT staff.
- 4) Demonstrated cultural competency, particularly in working with Indigenous people in a

remote Aboriginal community.

- 5) Hold or be willing to obtain, a current First Aid and CPR certificate.

9. Special Conditions

1. Must be an Australian Citizen or have unlimited work rights within Australia.
2. This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children or been charged or convicted of a domestic violence offence.
3. Valid NT Drivers Licence and Ochre Card.
4. This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
5. If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (IHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
6. Six-month probation period.
7. Non-smoking working environment.
8. The contact details of at least two referees are required.
9. Evidence of qualification attainment will be required.
10. Aboriginal people are strongly encouraged to apply.