



GIRLS SPORT VICTORIA

**SCHOOL SPORT ADMINISTRATOR - DUTY STATEMENT**

Full Time, Five Year Contract commencing 18 January 2010 or earlier by negotiation

Girls Sport Victoria seeks the services of a dynamic person to join the management team of our Sports Association involving Victorian Independent Girls' Schools. The role includes overall responsibility for the delivery of the GSV Sport Skills Programs, Golf Event & Ambrose Events, Year 7 Expo and Year 8 Ball Skills Days, along with other GSV duties.

**Applications close Tuesday 10 November 2009**

Applicants should apply in writing including the names of 3 referees to:

The Executive Officer  
Meredith Prime  
86 Anderson Street  
SOUTH YARRA 3141  
Phone: 03 9862 9260 Fax: 03 9862 9259

## 2010 DUTY STATEMENT GSV SCHOOL SPORT ADMINISTRATOR

REPORTS TO: The GSV Executive Officer

### DUTIES OF THE SPORT OFFICER 2010

Under the direction of the Executive Officer, the Sport Officer will:

- Assume overall responsibility for the activities of the Sport Skills programs. Inherent duties include negotiation and consolidation of the contractual service agreement between GSV and Service providers (State Sporting Associations), management of registrations, budget, finances and medical information, preparation and distribution of participant information packages and management and supervision of staff employed by the GSV to manage the program. The Sport Officer may be required to attend and monitor the program on a weekly basis. A panel that includes the Executive Officer and the Sport Officer will approve staff employed to the Sport Skills program.
- Work with State Sport Associations and planning committees to strategically plan Sport Skills programs opportunities beyond 2010.
- Attend and assist with the management & preparation of all GSV Preliminary, Championship and Finals carnivals, annual events and tournaments. The Executive Officer, in consultation with the Sport Officer, will outline assisting duties at these events. The overall responsibility for Preliminary, Championship and Finals, annual events and tournaments is that of the Executive Officer.
- Overall responsibility for the Year 7 Expo Days & Year 8 Ball Skills Programs to be held in Term 4. Duties include organisation of venues, management of entries, liaison with State Sporting organisations and development of participating sports, preparation and distribution of participation packages and financial management. The Sport Officer is required to attend the program, assisted by GSV staff.
- Assistance with the activities of the Weekly Sport program including management of development of the GSV Hockey competition. Inherent duties include liaison with State Sporting organisations, preparation and distribution of fixtures and booking of venues. The Sport Officer may be required to attend and monitor the program, particularly during finals. Coordination of the GSV Hockey Working Committee and relevant meeting agendas and minutes.
- Overall responsibility for the Golf Event to be held in Term 1 and the Ambrose Golf Event to be held in Term 4. Duties include liaison with WGV and Golf Clubs in the conduct of both events. Preparation and distribution of information packages and financial management of the respective events.
- Overall responsibility for the organisation of the GSV Representative Netball team and relevant matches. Inherent duties include liaison with relevant School Sports Association, appropriate netball venues bookings, coordination of umpires, development and distribution of participant information including trial information, management of the appointment of GSV Netball Coach and Team Manager and distribution of GSV Netball uniform.
- Attendance at GSV events including Sport Captains Breakfast and other GSV events as required. Attendance at GSV meetings including Heads of Sport, Committee of Management, Principals' Briefings and other GSV meetings as required.

- Attendance at Sport Development (SDO) Network Meetings and other professional organisations as required.
- Successful preparation of all minutes of Heads of Sport, Committee of Management and Principals' Briefings meetings.
- Successful preparation of reports for relevant areas of responsibility for meetings.
- Attendance and management of GSV Weekly Sport Finals, tournaments as required.
- Support in the maintenance of GSV Weekly Sport Results which includes updating results tables, distribution of results to schools and news services.
- Support in the maintenance of the GSV Website which includes updating relevant information in relation to areas of responsibility.

**Person Specifications:**

- Trained teacher or a background in sports administration an advantage
- High level organisational and planning skills with the ability to deliver outputs within designated timeframes and budgets
- Computer skills
- Outstanding communication, interpersonal, consultation and negotiation skills
- Ability to work independently and as part of a team
- Minimum First Aid Level 1 or equivalent