

SPORTS PROGRAM COORDINATOR



Role Title	Sports Program Coordinator
Area	High Performance
Unit	Sports Management

ROLE PURPOSE

The Sport Program Coordinator is responsible for the provision of sport administration and operations support to allocated sports and high-performance projects.

KEY PERFORMANCE AREAS

- Provide general administrative support to assigned sport programs (including day-to-day logistics, operations for daily training environment, competitions and training camps, and program budgets to support athletes, coaches, and performance teams.)
- Build and maintain collaborative relationships with internal and external stakeholders and sport program partners.
- Coordinate accurate and timely internal and external reports and communications for Executive Management Committees or organisational managers to inform decision making.

KEY CHALLENGES

- Establishing strong working relationships with athletes and coaches to accomplish team goals.
- Adapting to change and persistently work towards goals despite distractions or obstacles.
- Navigating a complex high-performance environment within a restricted resource environment.

ROLE REQUIREMENTS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">➤ Intermediate knowledge of MS Office.➤ Experience in administration and helping people plan.➤ Knowledge of the Australian high performance sport system.➤ Strong customer service skills and ability to solve problems.➤ Experience working collaboratively as part of a team to achieve outcomes.	<ul style="list-style-type: none">➤ Understanding the requirements of high-performance athletes, coaches, and service providers.➤ Understanding of resource coordination and budgets.➤ Experience communicating with coaches, athletes, and other service providers.

DIVERSITY

We support workforce diversity and are committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

SAFETY

We recognise that children and young people require special care and attention to feel safe and we are committed to protecting and prioritising the safety of children and young people involved in our programs and services. We actively undertake measures to ensure the safety of children and young people, athletes, and vulnerable people in our physical, digital, and cultural environment.