

Position Title	SPORTS DEVELOPMENT OFFICER
Supervisor	General Manager Community Services and Development (CSD)
Position Status	Full-time contract to 31 December 2019
Salary	Base \$80,000 pa + remote benefits + salary packaging
Award	Social, Community, Home Care & Disabilities Award (2010)

ABOUT NGAANYATJARRA COUNCIL (Aboriginal Corporation)

Ngaanyatjarra Council Aboriginal Corporation (NCAC) known as Ngaanyatjarra Council was incorporated in 1981 with the aim of supporting the development of all Ngaanyatjarra people. At the core of this work was assisting the Ngaanyatjarra Communities to be strong and sustainable with reliable essential services, financial services, agency and road transport, fuel distribution, health services, community services and a regional housing program.

Ngaanyatjarra Council represents the interests of around 2000 Ngaanyatjarra, Pintupi and Pitjantjatjara people living in Warburton, Warakurna, Wanarn, Wingellina (Irrunytju), Blackstone (Papulankutja), Jameson (Mantamaru), Tjirrkarli, Patjarr, Tjukurla and Kiwirrkurra.

Today, Ngaanyatjarra Council is one of the largest Indigenous Corporations in Australia and has grown to be the major representative body for Ngaanyatjarra people. Ngaanyatjarra Council is also the parent and ultimate holding company of the Ngaanyatjarra Corporate Group which includes the following entities:

- Ngaanyatjarra Services (Aboriginal Corporation)
- Ngaanyatjarra Health Service (Aboriginal Corporation)
- Ngaanyatjarra Housing (Aboriginal Corporation)
- Indervon Pty Ltd
- NATS (Ngaanyatjarra Agency and Transport Service)

SPORTS DEVELOPMENT

The Sports Development project;

- Works closely with Community Services and other Managers and Community members to build a consultative framework to ensure that Captains, Coaches, Player representatives, Shire, Sport and Recreation, Education, Health and Police and other on the ground representatives are fully engaged in helping to build a partnership success.
- Builds on the successful Ngaanyatjarra Sports Development Projects piloted in 2016 and 2017, which resulted in fixtured AFL and softball games;
- Will work towards improved CDP and school attendance.
- Will result in the establishment of CDP activities to maintain and improve sports grounds and related facilities in six communities (Blackstone, Jameson, Wanarn, Warakurna, Warburton and Wingellina.)
- Will develop partnerships with other peak bodies and organisations.

PURPOSE OF POSITION

Lands based residential role to support people in the lands build long-term capacity and capability to improve how they engage in regular sports programs, develop community based leadership and volunteer contribution to communities. Critical to the role will be coordination and overview of structured fixtures and training and mentor development of local coordinators to assist in day to day delivery. By establishing leadership roles promote firstly an adult, then a junior competition where role models promote engagement with CDP, education, healthy lifestyle and community safety initiatives at a community level.

The role focusses on delivering fixtures, training local employee Coordinators, attracting funding and working with providers to build a multidisciplinary approach to delivering leadership development and advocacy on the Ngaanyatjarra Lands.

KEY RESPONSIBILITIES

The key deliverables intended for the funded period will include;

1. Recruitment of Local Liaison Officers (Co-ordinators) and planning with games to commence May 2018.
2. Liaise with CDP and community works teams to prepare grounds to be game ready.
3. Training and coaching schedule planned and delivered for Captains, Coaches and Umpires for both AFL and Softball Codes.
4. Junior clinics undertaken and introduce limited competition aligned to adult fixtures
5. Interstate carnival agreed and planned.
6. Summer holiday season sports program for youth developed and implemented.
7. Sports development program delivered for Coordinators, Team Managers, Coaches and Umpires.
8. End of winter season finals, presentations and VIP presentations.
9. Preparation of reports, sponsorship proposals and financial acquittals as required by Program Manager.
10. Maintain a quality and safety approach to delivery of activities.

PERSONAL QUALITIES, CROSS CULTURAL AND INTERPERSONAL SKILLS

- Patience, persistence, determination, resilience, flexibility and adaptability.
- Excellent organising, delegation and mentoring skills
- Self-motivated and an ability to set and achieve goals
- Ability to identify and act upon training and partnership opportunities
- Excellent capacity to communicate and engage with remote community Aboriginal people in program delivery
- Respectful of cultural significance in planning and delivery of programs.
- Ability to live, work and travel in a remote location
- Be willing to live and work in 'dry communities', as per the Aboriginal By-Laws.
- Represent and promote Council in a positive way to all communities and stakeholders.

SELECTION CRITERIA

Essential Criteria

- Demonstrated experience supporting local communities, coaches, team managers, umpires and field staff in sporting development and program delivery.
- Proven experience in program, training and leadership development through a sports development framework.
- A demonstrated capacity to organise multiple concurrent sporting schedules and fixtures inclusive of volunteers and support staff role tasking.
- Excellent oral and written communication skills.
- Excellent budget management and reporting acquittal skills.
- Proven progress and annual activity report development, promotion, and funding proposal development skills.
- Ability to work autonomously as required, spending extended lengths of time in remote communities.
- A competent level of computer literacy, including use of excel spreadsheets, powerpoint presentations and 'facebook'.
- Post-secondary sports development qualifications and / or equivalent relevant sector experience and training certificates.
- Current Australian drivers licence.

Desirable Criteria

- Sports Management / Sports Science qualifications or equivalent experience.
- 5 years sports development experience with adults and children.
- Experience attracting and sourcing funding and sponsorship.
- Experience working with people in/from remote Indigenous communities.
- Previous experience driving long distances on remote roads.

Criminal History Check

Applicants must supply evidence of a current **National Police criminal history check** and **WA Working with Children's Check** or be prepared to undergo one if short-listed for interview.

POSITION DESCRIPTION AUTHORISATION

Approved by: Clem Hansen Date: 05/02/19

Endorsed by: Linda Robertson Date: 05/02/19

POSITION DESCRIPTION ACCEPTANCE BY EMPLOYEE

Signature: _____
Name: _____
Date: _____