



Sports Administrator

Position Description

Brigidine College inspires girls to value learning, to be true to themselves and to honour their spiritual heritage. It challenges young women to act in the world with strength and gentleness.

The College recognises the integral role played by sport in the life of the school. In appointment to the position of Sports Administrator, you will play a crucial and valued role in developing and facilitating sport within the Brigidine community. The Principal delegates responsibility for the effective support and administration of sport, via the Director Cocurricular and the Head of Sport.

Staff at Brigidine have professional and personal attributes that enable them to share their knowledge and skills with others with a view to improve their practice. They successfully involve themselves in initiatives that make a positive contribution to the quality of teaching and learning, wellbeing and cocurricular involvement in their school. Support Staff have the ability to support a multi-faceted team.

Reports to: Head of Sport

MISSION

The Sports Administrator will demonstrate commitment to the Catholic ethos and spiritual life of the College by

- supporting the religious rites and practices of the Catholic faith
- supporting the Brigidine tradition and heritage in the daily life of the College.

POSITION PURPOSE

The Sports Administrator plays a key role in ensuring that the administration and event organisation requirements of College Sport and other activities are efficiently and effectively provided. This includes:

- the provision of administrative support for sport and activities as required
- assisting with the administration and organising of College Sport events and other activities
- attendance at carnivals, training, Saturday sport, midweek sport and presentations as required
- website and database management
- sport coaching.

KEY RESPONSIBILITIES

- Administration and management of sport and activities, including clerical assistance, preparation and distribution of reports, correspondence, presentations, registrations and other documents
- Represent and manage Brigidine College interests at sporting fixtures, carnivals and events, including Saturday interschool fixtures associated with the IGSA competition or otherwise.
- Attendance and support at sport presentations, seminars, meetings and carnivals as required
- Maintenance of risk management and WHS procedures
- Manage sporting draws, email lists and appropriate communication to coaches, parents and students regarding training and games
- Maintenance of sports data via a variety of software platforms used by the College including, *Sentral, TeamApp, Clipboard and Canvas*.
- Maintenance, allocation and stock control of playing uniforms and coaches kits
- Collation of data required for reporting, presentations and prize giving
- Compile coach's handbooks and other documentation for each term
- Assist with selection, communication and employment of coaching staff
- Liaise, monitor and provide support to coaching staff
- Coach College sport teams where appropriate
- Contribution to broader College events and activities involving students
- Assist Head of Sport as required

Employment details

- This position is full time for 42 weeks per year plus 4 weeks annual leave.
- The position works all term time and some non-term time. If greater hours within term time are required, similar to the teaching staff, time in lieu will be allocated to the non-term time periods.
- All annual leave is to be taken during non-term time, as set out in the employment contact. The first 4 weeks of the December/January vacation period is considered the annual leave period and the 17.5% annual leave loading is paid at the start of this period.
- Specific hours of work may vary from term to term to meet the needs of the College and the sports program. These will be in consultation between the Head of Sport and the Sport Administrator.
- As the organisation of some events and activities occurs outside normal working hours, flexibility in working hours will be required. This will include early mornings, after school and weekend work on a weekly basis.

POSITION REQUIREMENTS

Education

Professional certification in sport administration or related area is desirable.

Skills/Experience

Experience in sport administration in a school sector organisation (preferred)

Experience and/or qualifications in sports coaching

Excellent administration, organisational and communication skills

Word processing, PowerPoint and Excel skills (preferably Microsoft Office)

Relationships

- Head of Sport
- Director Cocurricular
- Sport Department staff
- Sport Convenors
- Students
- Teaching Staff
- Parents
- Principal and Leadership Team – working within broader College context