



Mary MacKillop

Catholic Regional College

Position Description

SSV Coordinator (South Gippsland)

Position Title:	South Gippsland Division School Sports Victoria Coordinator
Reports to:	Mary MacKillop Catholic Regional College Principal, and Current South Gippsland Division School Sports Victoria President
Work area:	Administration Centre
Classification:	Education Support Employee, Level 2 Category B Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022.
Term:	FTE & Hours of Work: 0.44 (16 hours 30 minutes) Three days 9:00am to 3.00pm (including a 30-minute unpaid lunch break) or by mutual agreement. Fixed Term 2025 to 2026

Mary MacKillop Catholic Regional College (MMCRC) is a Catholic Coeducational Secondary College inspired by the spirit of St Mary of the Cross MacKillop. The College was established in 1986 and currently serves approximately 560 students from Years 7 to 12 from the South Gippsland and Bass Coast Shires.

Mary MacKillop Catholic Regional College is an innovative and contemporary learning and faith filled community. Set on approximately 25 hectares of beautiful gardens and playing fields with exceptional facilities. We offer a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We are responsive and celebrate the diversity and potential of individuals. Every member of our community is supported in the pursuit of being their best.

The successful applicant for the South Gippsland Division Coordinator position will provide part-time operational and management support for the South Gippsland School Sport Victoria (SSV) Division. This position offers an exciting opportunity to contribute to student and community sport engagement within South Gippsland.

Child Safety

Mary MacKillop Catholic Regional College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community. Accordingly, the SSV Coordinator must:

- Be familiar with and comply with the school's Child Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing; and
- Hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

STATEMENT OF DUTIES (NON-TEACHING)

Key Duties	<ul style="list-style-type: none">• Coordination of summer and winter sports within the South Gippsland Division.• Book venues, specialist officials, conveners and prepare draws and results for these sports.• Organisation of the South Gippsland Division Athletic, Cross Country and Swimming Carnivals.• Liaise and consult with relevant School Sports Coordinators to prepare rules, information, draws, protest and appeals for these sports.• Confirm division results with Regional Coordinator• Organisation of division sports meetings.• Development of division calendar of events.• Collation of participation statistics for the Division.• Purchase materials for the Division.• Organisation of meetings and minutes with relevant school coordinators and principals. (4-6 meetings per year)• Correspondence.• Assist schools with conduct of competitions.• Manage protests and disputes within the Division.• Follow SSV Operating Procedures.• Maintain Division information on SSV website.• Share, promote and distribute SSV Communications.• Forward approved invoices to division finance in a timely manner for payment.• Adhere to the SSV Procedures and Policies, including Child Safety, Privacy, Protests and Appeals, General Conditions of Competition, Pathways and Progressions and Invitations Policies.• Attend the Regional Swimming and Track and Field and undertake duties as assigned.• Attend Region Forums/Conferences.• Convene sporting events when required.• Other duties as requested by the principal
Child Safety	<ul style="list-style-type: none">• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.• Assist in the provision of a child-safe environment for students; and• Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ul style="list-style-type: none">• Commit to ongoing professional development in your area of work.• Continue development of ICT skills as technologies evolve
General Duties	<ul style="list-style-type: none">• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the principal.• Demonstrate professional and collegiate relationships with colleagues; and• Other duties as directed by the principal.

STATEMENT OF DUTIES (NON-TEACHING)

Organisational Relationships	Reports to: College Principal (Current South Gippsland Division SSV President) Direct Reports: Business Manager Internal Liaisons: MMCRC Sports Coordinator External Liaisons: South Gippsland Division Principals and Sports Coordinators, Gippsland SSV Coordinator, SSV staff and external parties
Skills, Experience & Knowledge	<ul style="list-style-type: none">• Prior experience in sports administration will be highly valued.• A collaborative, team-focused approach with a passion for community sport.• Demonstrated experience in the planning, delivery, and review of sports programs at various levels and in implementing initiatives that achieve high quality outcomes.• Proficiency in managing a budget and other resources to provide a program on time and within budget.• Capacity to work collaboratively across work teams and manage competing priorities/tasks to achieve program objectives.• Demonstrated ability to provide analysis and advice on program implementation at a local level.• Clear and effective written and oral communication, interpersonal, conflict resolution, negotiation, and consultation skills to collaborate with staff and external stakeholders.• Proficiency in the use of the Microsoft Office suite of products and computer systems• Commitment to Occupational Health and Safety• An understanding of and commitment to Catholic education