###### ANYINGINYI HEALTH ABORIGINAL CORPORATION

**POSITION DESCRIPTION AND SELECTION CRITERIA**

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**WIRLYARRA PUNJARLKI KAPI MIRIPARTIJIKI**

**SPORT & RECREATION SECTION – ACTIVE LIFESTYLE**

**POSITION: Sport & Recreation Team Leader**

**POSITION NO:**  S&R - 6 **POSITION DESCRIPTION REVIEWED:** July 2018

**REPORTS TO:** Sport & Rec Section Manager and through them to the General Manager.

**LEVEL:** **Admin Level 7.1** – **7.4**

$71,715- $80,149 per annum.

Level based on experience and qualifications.

**CONDITIONS:** 1 – 2 year contract – to be discussed with applicants

3 month mandatory Probation Period

6 weeks pro rata annual leave with 17.5% leave loading

10 days pro rata sick leave per annum

9.5% employer superannuation

RDO’s

**Relocation:** Where applicable, please contact HR Office for further details.

**Accommodation:** Where applicable, please contact HR Office for further details.

**Vehicle:** A vehicle does not come with this position. However, a pool of vehicles are provided within each Section for business purposes only. Use and maintenance of these vehicles will be in accordance with the Anyinginyi Motor Vehicle Policy. You must be in possession of a validated licence at all times.

**Dental:** Free General Dentistry is offered to Anyinginyi employees, any Laboratory work must be paid for by the employee.

**Gymnasium:** Free gym membership is offered to all Anyinginyi employees only.

**Prescriptions:** Free general prescriptions for Anyinginyi employees only.

**Ochre Card:** It is compulsory to be in possession of an Ochre Card or have the ability to apply for one prior to commencement of employment.

**National Police** Where applicable, please contact HR Office for further details.

**Check:**

**Hours of Work:** Monday- Friday (Excluding public holidays) 38 hours per week, shift

Rosters, 5.45am- 2:45, 8.00am to 5.00pm and 11am to 8.00pm

With a 1 Hour lunch break additional hours and some weekend work may be required to fulfill the duties of the position.

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| **OUTLINE OF POSITION OBJECTIVES AND DUTIES** |

**Primary Objectives / Outline**

The Sport and Recreation Team Leader is responsible for providing an efficient and effective Community Sports and Recreation Program to Aboriginal people and to the general community. The Team Leader must also ensure appropriate policies and procedures are implemented to ensure protection, safety and welfare of all visitors with a particular emphasis on young people (person under 18 years).

Duties include, training and supervising staff, organising events, maintaining the sports and recreation programs and equipment, develop and monitor fitness programs for clients, keeping records of statistics from sporting events and recreational activities, providing reports, liaising with other sporting bodies and Organisations, writing funding submissions to government and non government agencies, representing Anyinginyi at various sporting functions.

The Team Leader must also be flexible in performing their duties regarding the hours which are essential for the Centre to be open. Also the Team Leader is responsible for providing efficient and effective Community Sports and Recreation Program Courses for accreditation to Aboriginal people including others within the wider community and Barkly Region.

**Key responsibilities**

**Strategic Imperatives**

* Ability to demonstrate skill transfer to Aboriginal staff employed in the same work area as the contracted employee.
* In conjunction with other sections ensure health promotion activities are factored into program delivery.
* Regular reporting to the Section Manager of activities.

1. Provide a diverse and quality Sports and Recreation program for Aboriginal people living in the Barkly Region.

* Look at long term mentor programs including and using National, Territory and Regional high profile Sporting Identities.
* Develop, implement and evaluate sports and recreation programs, particularly aimed at the under 18 years, at the Centre and in the community.
* Train and supervise Aboriginal staff to develop appropriate skills, expertise and experience in managing community sports and recreation programs.
* Attend meetings, prepare reports, maintain records, complete administrative requirements and perform other duties pertinent to the effective management of Anyinginyi’s Sports and Recreation Programs.
* Ensure that regular stock-takes of Anyinginyi Sports & Recreation Centre assets and equipment are undertaken and appropriate measures are implemented and maintained for their security.
* Maintain Anyinginyi’s Recreation Centre and equipment in a clean and safe condition to ensure that staff and clients are provided with a safe and healthy environment. This is addressing Duty of care and Occupational Health and Safety.
* Work closely with other sections of Anyinginyi and other Aboriginal organisations to provide activities for their clients in addressing their needs for good outcomes.
* Any other duties required by the position as delegated.

**Selection Criteria**

# Essential

1. An understanding of Aboriginal traditions and customs including a willingness to incorporate Aboriginal culture and traditions into service delivery.
2. Minimum Certificate III-IV in Fitness, Management or equivalent relevant qualifications.
3. Demonstrated experience in similar managerial or supervisory role.
4. Experience in leading community engagement.
5. Demonstrated experience in managing a diverse team.
6. Sound understanding of the importance of a fit and healthy lifestyle as it relates to the whole wellbeing of individuals, family and community.
7. A current First Aid Certificate and NT Drivers License.
8. Possession of a current NT Ochre card (Working with Children Card) and evidence of satisfactory national (or international) criminal history check.
9. Ability to work weekends and outside normal business hours as required to fulfill duties of the role.
10. Understanding of working and living in remote Aboriginal Community.

**Desirable:**

1. Tertiary qualifications in health and fitness field; e.g.; Bachelor Sports Administration/ Management.
2. Experience in the development of exercise programs and training and development of instructors.
3. Well-developed public speaking skills.
4. Demonstrated knowledge of work and safety principles in the contexts of sporting events and a commercial gymnasium.
5. Demonstrated experience in managing complex sports and recreation programs.