



Position Description

Position Summary	
Position Title:	Sport Event Coordinator - Summer Events
Position Category:	Full Time / Fixed term
Area Of Operation:	Aquatic Sports
Reporting To:	Manager - Aquatic Sports
Governing Councils:	Aquatic Sport Council and Executive
Direct Reports	Sport Event Administrator Casual Event Support
General Description:	Responsible for coordinating the administration, operations and execution of the LSV Aquatic Sport summer portfolio of events and programs and provide administrative and operational assistance to the Aquatic Sport Executive and its panels enabling the successful delivery of Aquatic Sport events and programs.

Key Responsibilities	
Administration & Support	<p>Coordination, administration and support of summer event processes, logistics applications and databases related to registration, awards, competition, and results in a timely and accurate manner to ensure information is correct, available, and communicated to relevant stakeholders. This includes awards, databases, applications, and websites</p> <p>Support the Aquatic Sport social media and communication plan established in conjunction with the executive and LSV Media and Comms area.</p> <p>Lead the production and implementation of handbooks, guidelines and other resources for competitors, officials, coaches, volunteers and parents in relation to Aquatic Sport summer events.</p> <p>Support the production of promotional resources, to promote the sport and its athletes, on behalf of LSV and clubs.</p> <p>Support and assist volunteer members in designated Aquatic Sport roles, including competition, athlete and development committees and panels.</p> <p>Provide administration support to the Aquatic Sport Executive & Council including preparation of agendas and papers and the recording and distribution of minutes</p>
Program Planning and Development	<p>Support the development, implementation and administration of operational and logistical plans.</p> <p>Support the development of business plans and marketing publications, event communication plan, risk management and safety plans in conjunction with the Executive, Panels and Council.</p> <p>Assist in the development and submission of tenders, grants and sponsorship applications and reporting against such agreements.</p>

Position Description

Key Responsibilities	
Event Coordination, Delivery and Review	<p>Coordinate the end-to-end planning, execution and post-event reviews of the LSV Aquatic Sport summer events; including administration, operational, logistics and communication for:</p> <ul style="list-style-type: none"> • Beach (Summer Series) • Major summer events - State Titles (Junior and Senior) • Masters Competition • State and Development Teams (including Youth and Pathway Cup) • Wieland Shield <p>Support the administration and coordination for the following additional events/series:</p> <ul style="list-style-type: none"> • IRB Competition and State Titles • Pool Competition and State Titles • Winter Development Series / Squad / Sport Excellence Program / Camps • State and Development Teams
Stakeholder Engagement	<p>Liaise with the Aquatic Sports Council Executive and Panels on current and future projects and assists with reports on business outcomes.</p> <p>Assist in the coordination of permits, permissions and event day authorisations.</p> <p>Assist with major/minor sponsorship relationships.</p>
Finance & Reporting	<p>Provide reports and data to support production of proposals and reports for projects.</p> <p>Generate data and statistics for regular reporting.</p> <p>Ensure income and expenditure for allocated programs is maintained.</p> <p>Provide program reports as required.</p> <p>Assist with financial acquittals for grants, donations and sponsorships.</p>
Safeguarding Children and Young People	<ul style="list-style-type: none"> • Understand and comply with the guidelines of the LSV's and SLSA's Safeguarding Children and Young People. • Support the department to adhere and operate within the protocols of the Child Standards
Human Resources & OHS	<ul style="list-style-type: none"> • Support the compliance of OHS guidelines and procedures. • Identify hazards, monitor and assess risk, and immediately report any injury, near miss and damaged equipment or other hazards observed in the workplace. • Demonstrates duty of care, considers own safety and the safety of others at all times. Monitor and promote the Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment, or bullying.

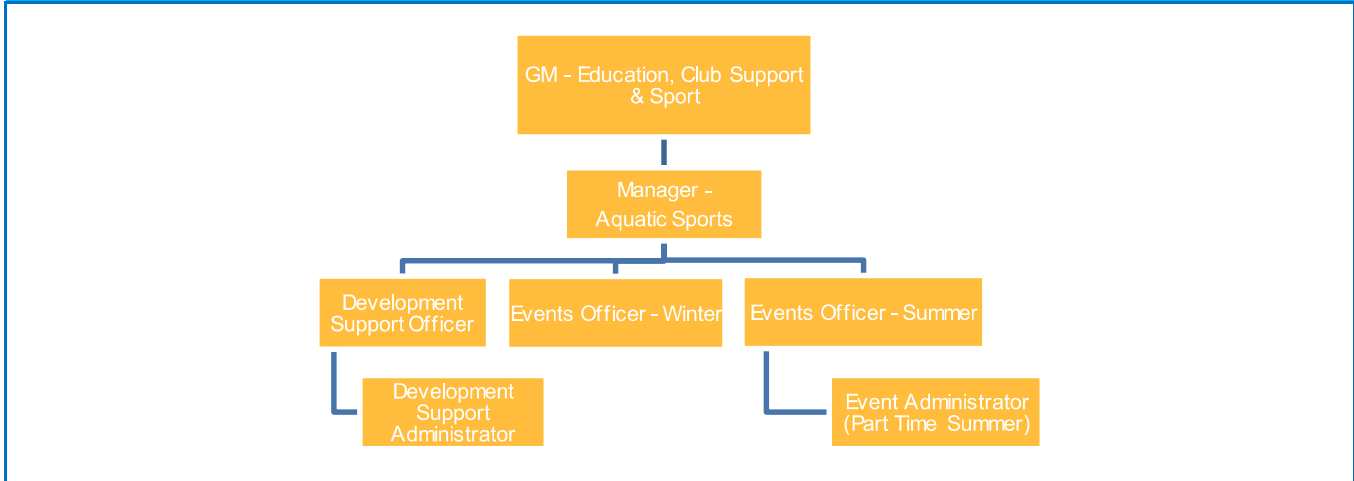


Position Description

Liaison and Key Relationships

Internal	External
<ul style="list-style-type: none"> LSV Staff Aquatic Sport Council and Executive Aquatic Sport Panels and Representatives LSV Volunteers Lifesaving Clubs National SLSA, SLSF & RLSSA 	<ul style="list-style-type: none"> Regulatory Bodies, Emergency Management Victoria and key agencies. Community Groups Local Government and Land Managers State Government departments and agencies Sponsors & in-kind supporters Suppliers & Key Service Providers Other agencies, aquatic industry agencies

Organisational Structure



LSV Core Values

<p>Organisational Expectation</p>	<p>Willingness to recognise and embrace LSV’s core values when making decisions and working with our volunteers, clients, community and each other</p> <ul style="list-style-type: none"> Positive and respectful relationships (cultural and intergenerational) Being open, welcoming and inclusive Personal development through a commitment to lifesaving Develop healthy lifestyles Taking personal responsibility for betterment Being relevant in today’s and tomorrow’s society Efficient and appropriate use of available resources Building stronger and safer communities
--	---

Position Description

Job Competencies	
Essential Skills, knowledge and experience.	<ul style="list-style-type: none"> • Degree in Business Administration, Sports Administration/Management or equivalent work experience. • At least 3 years experience leading and supporting the administrative and operational delivery of Events. • Excellent customer contact skills with the ability to handle difficult customer calls and/or complaints. • High level communication and literacy skills, including problem solving and ability to deliver verbal directives • Demonstrated experience in stakeholder management. • Self-starter with excellent project management skills • High level data processing skills, with accuracy and speed • Demonstrated ability in the use of MS Office Suite, in particular mail merge, document design and web forms, understanding of social media and website technology. • Excellent presentation and interpersonal skills and the ability to work with minimal supervision on a number of simultaneous projects • Strong personnel management skills which include the ability to work to deadlines and within budgets provide constructive feedback and suggest improvements. • Ability to work flexible hours, including weekends and after hours. • Current Australian Drivers Licence • Current Working with Children Check (or capacity to acquire prior to commencement date).
Desirable Competencies:	<ul style="list-style-type: none"> • Experience in lifesaving and/or lifesaving sport • Previous experience in a volunteer, member or community orientated organisation with an event delivery focus. • Understanding and experience of working with volunteers in a professional capacity • Understanding of and commitment to quality assurance principles • Ability to use a variety of database applications