

The role of a Participation Officer is to coordinate and deliver participation-level flying disc programs in primary and secondary schools and through other physical activity providers

Remuneration: Sporting Organisations Award 2020 (MA000082) as a Coach Grade 1 position at the casual rate of \$35.14 per hour

Hours: The position is a casual role. No provisions are made for overtime, penalty rates or paid leave

Reporting: The position reports to the General Manager.

Key Responsibilities

- Delivery of Ulti-Mates program to primary schools through the Sporting Schools program
- Delivery of Fly program to secondary schools (Years 7-8) through the Sporting Schools program
- Delivery of VicFlick program to secondary schools (Years 9-12)
- Scheduling of school program bookings within region
- Coordination and delivery of inter-school competitions within region
- Coordination and delivery of school holiday participation opportunities within region
- Coordination and delivery of after-school participation programs within region

Teamwork and Accountability

- Provide and submit weekly timesheets with a summary of actions.
- Attend UV Coaching Subcommittee meetings and actively contribute to discussions

Communications

- Establish ongoing working relationships with schools and physical activity providers within region.
- Monitor email inbox for incoming correspondence and reply/forward as appropriate.
- Assist with developing and curate engaging content for social media platforms.

Multi-skilling

- The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent's competence and training as directed by the General Manager and/or UV Board.

Training and Development Opportunities

Ultimate Victoria will provide initial and ongoing training for this position. This may include:

- On-the-job guidance and mentoring from experienced staff and volunteer coaches
- Regular meetings with UV General Manager for goal-setting and evaluation
- AFDA Coaching accreditation
- Attending AFDA staff meetings
- Attending industry seminars and events

File path: UV shared\7_People\Employment\Role_Participation Officer	Author: S. Talbot
Date published: 28/11/22	Date for review: 30/11/23
Version: 1.0	Page 1 of 3

Organisational Relationships*Internal Stakeholders*

UV General Manager
UV Administration Officer
UV Board
UV Coaching Subcommittee
Affiliated clubs
Community coaches

External Stakeholders

Schools
AFDA
Other State flying disc associations
Physical activity providers
Local governments
General community members

Key Selection Criteria*Essential criteria*

- Proven ability to work independently and remotely with limited supervision, and as a team member to achieve collective goals.
- Well-developed interpersonal and communication skills with the ability to liaise across levels both internally, externally with high degree of professionalism orally and in writing.
- Well-developed time management and organisational skills to manage own workload, set priorities, and meet deadlines.
- Must be able to provide own workspace (eg home office) with internet access and computer.

Mandatory employment criteria

- Proof of eligibility to work in Australia is required.
- A satisfactory Police Check and Working With Children Check will need to be provided upon appointment.
- Member of Ultimate Victoria (or acceptance of UV membership upon appointment).
- Accredited Level 1 Ultimate Australia coach (or completion of accreditation prior to commencement of employment).
- Valid driver's license and own transport.

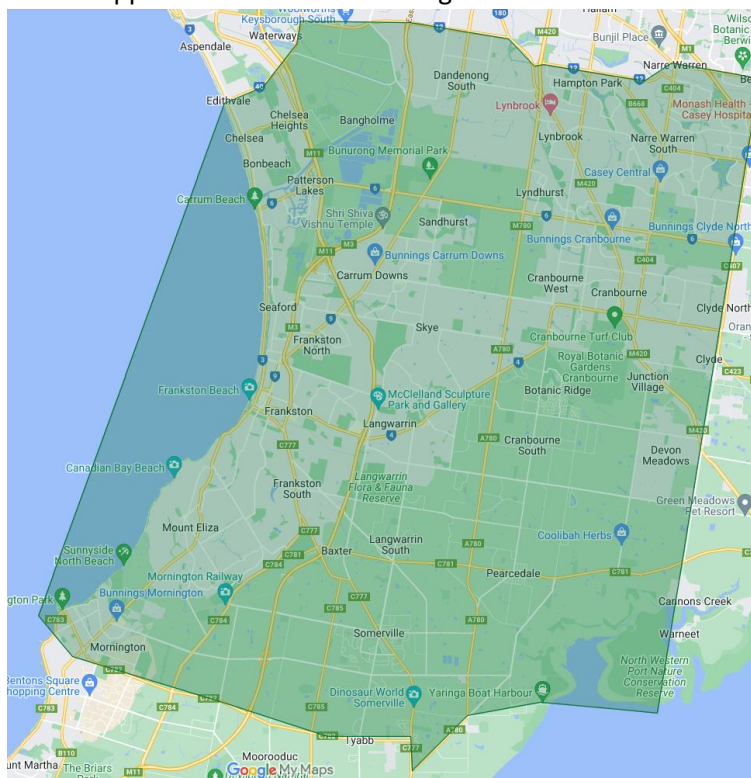
Desirable criteria

- Previous experience in coaching junior (ages 5 to 12) sport or physical activity
- Previous experience in coaching youth (ages 13 to 17) sport or physical activity
- Previous professional or voluntary engagement with children and young people
- Familiarity with flying disc sports in Victoria

File path: UV shared\7_People\Employment\Role_Participation Officer	Author: S. Talbot
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Version: 1.0	Page 2 of 3

South East Metropolitan – Service Area

The Participation Officer – South-East Metropolitan role services school bookings, school holiday program and recreational opportunities in the following area:



- Northern boundary (west to east) – Edithvale/Springvale Rd from Nepean Hwy to Braeside-Dandenong Rd, Braeside-Dandenong/Greens Road from Springvale Rd to South Gippsland Hwy, South Gippsland Hwy from Greens Rd to Pound Rd. Pound Rd/Shrives Rd to Princes Hwy. Princes Hwy from Shrives Rd to Clyde Rd.
- Eastern boundary (north to south) – Clyde Rd/Berwick Cranbourne Rd/Clyde-Five Ways Rd from Princes Hwy to South Gippsland Hwy. Fisheries Rd from South Gippsland Hwy, due south to Western Port Bay.
- Southern boundary (east to west) – Western Port Bay around to Yaringa Boat Harbour, Lumeah Rd/Pikes Rd to Western Port Hwy. Western Port Hwy from Pikes Rd to Frankston-Flinders Rd. Frankston-Flinders Rd from Western Port Hwy to Tyabb Road. Tyabb Road/Mornington-Tyabb Rd from Frankston-Flinders Rd to Moomba St. Moomba St from Mornington Tyabb Rd to Nepean Hwy. Wilsons Rd from Nepean Hwy to Barkly St/Esplanade.
- Western boundary (south to north) – Port Phillip Bay

Where possible, UV will endeavour to schedule bookings in this area around the availability of the employee. The employee will always have first right of refusal for all engagements within their zone. If the engagement is declined, UV will exercise the option to use other providers to attend the engagement.

File path: UV shared\7_People\Employment\Role_Participation Officer	Author: S. Talbot
Date published: 28/11/22	Date for review: 30/11/23
Version: 1.0	Page 3 of 3