

Position Description

Position: Sport4All State Manager

Reporting to: Sport4All National Manager

Position overview: This role is responsible for building partnerships with key external stakeholders, including Local Government Areas to deploy the program, State Sporting Organisations and Disability Sport Organisations. Building and leading a team of Sport4All Inclusion Coaches across their state(s) and coordinating state-wide program strategy and activities.

Role Targets:

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| <ul style="list-style-type: none">▪ Administration – 20% of role<ul style="list-style-type: none">- Non client related meetings- Learning and development (include Lifeworks)- Staff Management- Administration tasks eg budget management |
| <ul style="list-style-type: none">▪ Business development – 60% of role<ul style="list-style-type: none">- Client related meetings, emails and phone calls- Arrange meetings 4 per month with government stakeholders (based on 1 FTE)- Maintaining Sport4All Project Trackers |
| <ul style="list-style-type: none">▪ Client delivery – 20% of role |

EGM Signature: _____

Employee's Signature: _____

Date: ____/____/____

Key Contacts:

Internal

- GSA Management Team
- Sport4All Management Team

External

- Local Government Area representatives
- State Government representatives (Sport & Rec, Education)
- State Sporting Organisations
- State Disability Sport Organisations
- Paralympics Australia
- Other external relationships including industry stakeholders, community organisations, sporting associations, service providers

Position Description

Program Planning and Strategy:

- Coordinate and implement the strategic plan for program delivery in the state, aligning with national program goals and objectives.
- Deliver on program goals, objectives, and performance metrics
- Identify key state stakeholders and build relationships to support program success.
- Monitor industry trends and best practices to continuously improve the program's effectiveness.

Budget Management:

- Manage the state budget allocation in partnership with national manager ensuring efficient allocation of resources.

Team Leadership:

- Support the national manager to hire, train, and manage a team of Inclusion Coaches dedicated to the program's success.
- Provide guidance, mentorship, and performance feedback to team members.
- Foster a collaborative and inclusive work environment.

Program Implementation:

- Oversee the day-to-day operations of the program in the state.
- Ensure that program activities are carried out effectively and efficiently.
- Lead the planning and delivery of state based Sport4All events
- Address any challenges or obstacles that may arise during implementation.

Stakeholder Engagement:

- Partner with Local Governments to implement the program in community
- Collaborate with state specific external partners, government agencies, sporting organisations, community organizations, and other relevant stakeholders to advance program objectives.
- Communicate regularly with state stakeholders to provide updates and gather input.

Monitoring and Evaluation:

- Monitor and ensure effective data collection in alignment with national evaluation mechanisms to assess the program's impact and outcomes.
- Use data and feedback to make informed decisions and adjust the program delivery as necessary.

Reporting and Documentation:

- Maintain accurate program records, documentation, and compliance with relevant regulations.

Risk Management:

- Identify potential risks to the program's success and support the implementation of risk mitigation strategies.
- Maintain compliance with legal and regulatory requirements.

Advocacy and Communication:

- Advocate for the program and its goals within the organization and to external stakeholders.
- Assist the marketing manager to execute the communication strategy, raising awareness of the program's impact and accomplishments.