

South West Indigenous Network



Position Description

Position title:	Pathways Program Coordinator
Type of vacancy:	Full-Time Fixed Term (12months - 30 June 2020) Based on 38-hour week
Salary Range:	\$50,000 - \$55,000 per annum (includes on-costs, 9% superannuation and leave loading)
Location:	Toowoomba
Closing Date:	Wednesday 3 July, 2019
Contact:	SWIN Chairperson - Peter Jackson 0428 568 003

Our Organisation

The South West Indigenous Network (SWIN) is a not-for-profit organisation that is dedicated to increasing the health, fitness and wellbeing of Indigenous communities in South West Queensland.

SWIN was established in 2000 to provide targeted and cohesive sport, physical activity and recreation opportunities for the Indigenous people across the Darling Downs and South West. In that time, SWIN has built a strong and capable team of community-based sport and recreation officers who deliver tailored and meaningful events, activities and programs in their respective communities.

SWIN has the cultural knowledge, community networks and professional framework to successfully connect community, business, industry and government to achieve meaningful outcomes for the health and wellbeing of Indigenous people in South West Queensland.

SWIN has a strong foundation of members across South West Queensland situated in the communities of St George, Goondiwindi, Charleville, Cunnamulla, Dalby, Surat, Roma and Toowoomba.

These officers are well respected in their communities and work hard to encourage and support participation in a wide range of sport, physical activity and recreation.

Purpose of the Position

The SWIN Pathways Program Coordinator is responsible for assessing and recommending pathway applications from eligible Aboriginal & Torres Strait Islander individuals, teams and organisations from across South West and South East Queensland.

The Pathways Program is SWIN's priority program centred on increasing Indigenous participation to mainstream sport and recreational activity. The program is currently servicing 18 Local Government areas across Queensland and is available to 60,000 Aboriginal and Torres Strait Islanders that reside in those regions. Since 2009 SWIN has distributed more than \$750,000 of funding to Indigenous participants to assist in meeting costs associated in attending and competing at regional and state sporting events.

Reporting to the SWIN executive, the role will have extensive requirements around developing reports to the funding body and establishing and maintaining key networks with government, community and sporting organisations in the South West and South East Queensland regions.

The role will also have scope to support other funded Indigenous Community Sport & Recreation Officers in the region in the delivery of sport and recreational programmes such as the TRAX Sports Education Tours, SWIN 2U Mentoring Program, Western Rivers Cup and Billy Lids Program.

Duties of the role

To achieve the outcomes required by this role you must be able to:

1. Manage the SWIN Pathways Program in the South West & South East Queensland regions to ensure:

- The ability to effectively communicate with Aboriginal & Torres Strait Islander clients
- All applications are processed and assessed in relation to the guidelines of the program and within a timely manner
- Regular review of guidelines and assessment tool to ensure the program is clear to its applicants

2. Manage the SWIN Pathways Program database to ensure:

- Reports are prepared for the SWIN Executive to produce qualitative and quantitative data for the funding body
- All data registered includes specific details around the participant(s) in relation to sport, locality, gender, ability and access to the Pathways Program
- Follow up successful applicants that must meet the requirements of the program in providing an acquittal and develop a quarterly report from this evaluation by the participant(s)

3. Develop and maintain SWIN promotional collateral, including:

- All SWIN Social media sites (Facebook, Twitter, Instagram & YouTube) accounts are regularly updated and that the Pathways Program is promoted

- Be the key personnel in providing ongoing updates to the SWIN website www.swin.org.au to ensure the Pathways Program online forms are promoted and regular updates are provided to clients on the status of the program.
- Ability to form strong relationships with media organisations within the region such as the Toowoomba Chronicle and Indigenous Media (Koori Mail) in relation to promoting the program to the wider community

4. Strong attributes in administration to ensure:

- All documentation (paper and electronic) is secure and assessable by the SWIN executive – for dispute resolution.
- That system and processes are in place to demonstrate the volume of applicants to the funding body.
- Ability to progress against key organisation performance indicators which measure against the success in SWIN achieving priorities and outcomes

Key attributes

With the context of the duties described above, the ideal applicant will be someone with:

- Demonstrated experience working with Aboriginal and Torres Strait Islander Australians.
- Proven experience in and knowledge of working in the sport and recreation industry including experience in a regional context.
- High level written communication skills including the ability to prepare reports, submissions and experience in understanding Government funding.
- Demonstrated skills in the ability to facilitate, consult, negotiate and provide advice to clients on complex matters and the ability to develop networks and partnerships with stakeholders.
- Proven experience in working in small teams and ability to plan and monitor activities to achieve outcomes within specified timeframes.

Mandatory Requirements

Blue Card

This role provides education, coaching and/or services to children and young people and therefore you will require a Blue Card, unless otherwise exempt. Please refer to the Public Safety Agency Blue Card website (<http://www.bluecard.qld.gov.au/>) for further information.

Licences

C Class Driver's Licence

Funding Conditions

Funding conditions require that this position have extensive experience in working with Aboriginal and/or Torres Strait Islander people. It is mandatory that your resume includes a reference check by a person of Aboriginal and/or Torres Strait Islander descent that can demonstrate your experience in working with Indigenous Australians.

How you will be assessed

You will be assessed on how you meet the “Key Attributes” listed in the role description. To ensure that sufficient information is provided to allow an informed assessment to be made, you are required to:

1. Submit an application
2. Provide a response outlining your suitability for the position, with specific examples that address the bullet points listed under Key Attributes. Your response should be no more than 2 pages; and
3. Attach a current resume (of no more than 8 pages) including name and contact details of at least two referees, with one being your Aboriginal and/or Torres Strait Islander referee and the other your current supervisor who has knowledge of your work.

The selection panel will assess your ability to perform your work required for the position based on your response and resume and other selection processes, which may include an interview and/or work test.

Referees will be contacted to verify the information you provide and to comment on how well you demonstrate the attributes being sought.

Acknowledgement

When submitting your Resume and 2-page responses on how you fit the role identified by the South West Indigenous Network please sign and attach this Role Description to your application. This is to demonstrate that you have read the role description outlined and have full understanding of the requirements for the position.

Applicant Signature: _____ Date: _____

Chairperson Signature: _____ Date: _____

Organisational Structure

