



## POSITION DESCRIPTION

<b>Job Title</b>	Coordinator of TAS Sport	<b>Position Type</b>	Permanent Full Time
<b>Department</b>	Secondary School	<b>Direct Supervisor</b>	Head of Activities
<b>Location</b>	Onsite	<b>Hours</b>	38 hours per week

### Position Summary

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The Coordinator of TAS Sport plays a pivotal role in providing leadership, management and organisation of Ormiston College's involvement in The Associated Schools Sporting Association.

The Coordinator of TAS Sport is required to lead all administrative aspects of student and staff involvement in the TAS Sport program and be a person who demonstrates strong interpersonal and team leadership skills. As well as demonstrating high level administrative skills, the Coordinator of TAS Sport will have well-developed communication skills and the ability to create and maintain positive relationships based on respect and trust with students, parents, colleagues, the wider College community and relevant Coordinator of TAS Sport from other TAS schools.

The role has direct responsibility for coordinating the College's involvement in The Associated Schools Sporting Association.

### Mandatory Requirement

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This position requires you to hold a Paid Working with Children Check (Blue Card), in accordance with QLD legislative requirements. Your employment is conditional upon obtaining a Working with Children Check (Blue Card) through the Queensland Government's Department of Justice and Attorney-General.

### Employment Conditions

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The Coordinator of TAS Sport is a permanent full-time non-teaching position.

38 hours per week, hours managed by tasks.

The role requires attendance at all TAS fixtures and events, including Saturday sport, with additional commitments before school, after school, and in the evenings as required.

### Reporting Relationships

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The Coordinator of TAS Sport is accountable to the Head of Activities.

The Sport Coordinators and Sport Coaches report to the Coordinator of TAS Sport.

### Position Responsibilities

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#### The Associated Schools (TAS) Sporting Program

- Coordinate the Ormiston College TAS sporting program.
- Liaise with other TAS schools to ensure TAS sporting fixtures are appropriately organised, which involves using the Clipboard Extracurricular Management Software.

- Prepare, oversee and manage the sport coaching, first aid, referee, transport, equipment, trophy and awards, and other relevant budgets.
- Communicate season and weekly draws and results to relevant stakeholders.
- Oversee the payment of outsourced coaches and contractors (including first aid personnel and referees).
- Manage the Working with Children Blue Card register for all sports coaches.
- Support the Sport Coordinators on all TAS sports are adequately staffed as per College policies.
- Attend all TAS sporting events.
- Be visible and accessible to coordinators, coaches and managers during training sessions.
- Appoint, induct, support and liaise with coordinators of TAS sport offered to ensure each activity delivers quality outcomes.
- Ensure students are exemplary ambassadors for the College through their behaviour and appearance.
- Assist Sport Coordinators in addressing minor student behavioural issues and interact with Coordinator of TAS Sports from other schools if required.
- Contribute articles to the Achiever (School Yearbook).
- Organise and run Sport Award and 1<sup>st</sup> Team Jersey ceremonies in Terms 1, 2 and 3.
- Support House Carnivals and other school activities as assigned by Head of Activities.

### **Sporting Calendar**

- Prepare and publish the co-curricular sporting calendar for TAS sport and School Representative Sport.

### **Historical Records and Publicity**

- Keep accurate records of TAS results.
- Update appropriate Honour Boards and trophies.
- Attend parent information events to inform parents about the co-curricular program.
- Contribute to Year 7 Campus Connections (Orientation program).
- Produce appropriate historical record documents.

### **Child Safety and Risk Assessment**

- Working with appropriate administrative staff members and Sport Coordinators to ensure external coaches and contractors are compliant with Blue Card requirements and other onboarding processes.
- Develop, implement, and regularly review sport- and activity-specific risk assessments, ensuring hazards are identified, control measures enacted, and documentation aligns with College and legislative safety standards.
- Lead policy, practice, and process in areas of accountability, ensuring all staff actively understand their responsibilities and obligations in fulfilling mandatory reporting obligations and that suitable processes and procedures are in place in delivering a Child Safe College.
- In collaboration with the Human Resources Manager, ensure that appropriate training is provided to all staff and volunteers in these areas, ensuring compliance in fostering, developing, and implementing a Child Safe environment and other areas where applicable.
- Design, review, and implement procedures, guidelines, tools, and resources in areas of accountability.
- Engage regularly in professional development and, in turn, provide consultation and guidance on child safety and child & youth risk management for staff and volunteers.

### **Continuous Improvement**

- Engage in professional development improves leadership qualities.
- Drive a culture of continuous improvement, leading initiatives to enhance approaches to culture, student wellbeing, and overall College performance.



- Monitor and evaluate the effectiveness of programs and initiatives, using data-driven insights to inform decision-making processes.
- Stay abreast of educational trends, research, and best practices to inform the development of innovative programs.

## Core competencies

<b>Integrity:</b>	<ul style="list-style-type: none"> <li>• Demonstrates honest, ethical, and transparent behaviour in all actions and decisions. Acts in the best interests of the College, upholding its values and maintaining trust.</li> </ul>
<b>Initiative:</b>	<ul style="list-style-type: none"> <li>• Proactively takes on responsibilities and challenges, identifying opportunities to improve outcomes without needing direction.</li> </ul>
<b>Flexible Team Player:</b>	<ul style="list-style-type: none"> <li>• Works effectively across a variety of situations, individuals, and groups, applying a 'whatever it takes' attitude to support the broader team and College community.</li> </ul>
<b>Planning and Organisational Skills:</b>	<ul style="list-style-type: none"> <li>• Establishes and follows a clear course of action to achieve both short- and long-term goals in an efficient and structured manner.</li> </ul>
<b>Achievement Driven:</b>	<ul style="list-style-type: none"> <li>• Sets clear goals and works persistently to achieve them with enthusiasm, determination, and a commitment to continuous improvement.</li> </ul>
<b>Communication Skills:</b>	<ul style="list-style-type: none"> <li>• Communicates clearly, professionally, and confidently in both written and verbal forms with internal and external stakeholders.</li> </ul>
<b>Organisational Competencies:</b>	<ul style="list-style-type: none"> <li>• Community Orientation: Demonstrates a strong commitment to adding value to the student and family experience, always ensuring positive and supportive engagement.</li> </ul>
	<ul style="list-style-type: none"> <li>• Strives for high performance: Consistently seeks excellence in work output for self and others, setting high standards and striving for continuous improvement.</li> </ul>
	<ul style="list-style-type: none"> <li>• Teamwork and Co-operation: Works collaboratively with others, valuing diverse perspectives and contributing positively to team outcomes.</li> </ul>
	<ul style="list-style-type: none"> <li>• Flexibility: Adapts behaviour and approach to suit changing environments, responsibilities, or the needs of others.</li> </ul>
	<ul style="list-style-type: none"> <li>• Time Management: Effectively plans and prioritises tasks to manage time efficiently and meet deadlines.</li> </ul>
	<ul style="list-style-type: none"> <li>• Thoroughness: Pays attention to detail, ensuring accuracy and completeness in all work tasks and documentation.</li> </ul>



## Key Performance Indicators

	Task	Skills	Measurable Metrics
<b>TAS Sporting Program Delivery and Operational Management</b>	Coordinate and deliver the TAS Sporting Program to ensure effective organisation, communication, staffing, budgeting, and operational delivery across all TAS sporting activities.	Organisational and time management skills	100% of TAS fixtures, draws, and sporting calendars are published within agreed timelines
		Stakeholder engagement and communication	TAS sporting events are staffed appropriately in accordance with College policy
		Budget and operational management	Budget management is maintained within the approved annual budget allocations
		Leadership and coordination	Weekly communication was distributed accurately and on time to relevant stakeholders
		Attention to detail	All outsourced coaches, referees, and contractors processed for payment within payroll/payment deadlines
<b>Child Safety, Compliance and Risk Management</b>	Ensure all TAS sporting programs, coaches, volunteers, and contractors operate in compliance with Child Safe requirements, Blue Card legislation, and College risk management expectations.	Compliance and governance knowledge	100% compliance maintained for Blue Card and onboarding requirements for coaches and contractors
		Risk assessment and mitigation	Risk assessments completed and reviewed for all TAS sporting programs and major events
		Child safeguarding awareness	No compliance breaches relating to Child Safety, Blue Card requirements, or onboarding processes
		Policy implementation	Child Safe training and compliance requirements completed by staff and volunteers within required timeframes
		High attention to detail and accountability	All relevant documentation is maintained accurately and securely
<b>Student Experience, Representation and Community Engagement</b>	Enhance student participation, engagement, behaviour, and representation across TAS Sport while strengthening parent and community engagement within the co-curricular program.	Relationship management	Successful delivery of TAS sporting events and awards ceremonies each term
		Student leadership and behavioural support	Students demonstrate positive behaviour and presentation standards as representatives of the College



	Task	Skills	Measurable Metrics
		Communication and engagement	Parent information sessions and orientation events were delivered successfully throughout the year
		Event coordination	Sporting achievements, historical records, trophies, and Honour Boards are maintained and updated within agreed timeframes
		Problem-solving and conflict resolution	Positive stakeholder feedback from students, parents, coordinators, and staff regarding program engagement and support
<b>Continuous Improvement and Strategic Development</b>	Drive continuous improvement across the TAS Sporting Program through innovation, professional development, data-informed decision-making, and leadership of operational enhancements.	Strategic thinking	Participation in ongoing professional development and learning opportunities annually
		Continuous improvement mindset	Implementation of at least 2 continuous improvement initiatives per year across sport, compliance, student wellbeing, or operational processes
		Data analysis and reporting	Regular review and refinement of procedures, guidelines, and operational documentation
		Leadership and initiative	Evidence of data-informed decision-making to improve program participation, efficiency, or student experience
		Professional learning and adaptability	Contribution to broader College culture, wellbeing, and co-curricular development initiatives
<b>Brand</b>	To maintain the school brand.  Ensuring excellence and professionalism	Consistent adherence to school values and presentation standards	100% compliance with dress code; communication evaluated as "professional" in termly check-ins
		High-level written and verbal communication	
		Commitment to delivering a positive and professional first impression	0 complaints related to professionalism: consistent recognition in feedback loops
<b>Environment</b>	Support a quality workplace culture and contribute to a positive working environment	Team collaboration and respectful communication	Active contribution in monthly team meetings.
		Initiative to support and uplift colleagues	Participation in workplace initiatives; absence of unresolved interpersonal issues in team reviews

## Position Requirements

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- A minimum of 2 years' experience in a Sports Administrator role, or similar role.
- High attention to detail and accuracy, particularly in data entry tasks.
- Professional judgement and high-level initiative are needed.
- Demonstrated sound personal qualities of tact, reliability, and an ability to work with others both individually and as a member of a team.
- Proficiency in Microsoft 365, with strong skills in Word and Excel.
- A self-starter who is detail-oriented and thrives in a fast-paced learning environment
- A proactive attitude with a willingness to learn and take initiative
- High-level autonomy and discretion - ability to work both independently and collaboratively, contributing positively to a supportive school environment
- A commitment to integrity, professionalism, and the well-being of students, reflecting the College's values such as responsibility and good citizenship

## How to apply

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- Via Seek – submitting your resume and cover letter, which includes covering the selection criteria.
- Via Email – submit your application to [humanresources@ormistoncollege.com.au](mailto:humanresources@ormistoncollege.com.au). Please attach your resume and cover letter, which includes covering the selection criteria.

We extend our sincere thanks for your interest in joining the team at Ormiston College; however, only those selected for an interview will be contacted.

Applications will not be accepted after the closing date.

The College reserves the right to interview and appoint a suitable candidate prior to the closing date of this advertisement. We encourage interested applicants to submit their application as soon as possible.

Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement, a copy of which will be available upon request, should your application progress to interview.

Further information about Ormiston College can be accessed at [www.ormistoncollege.com.au](http://www.ormistoncollege.com.au)