

Organisation Purpose

Deakin University Student Association (DUSA) was formed in 2001 with the amalgamation of five different student associations across all the Deakin campuses. DUSA is run by students, for students, and is independent from the University. We aim to provide students with the No1 University Experience by delivering programs and services that make a difference to Deakin students as they navigate through their time at university.

Position Details

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| Position title: | Sport Engagement Coordinator |
| Department: | Student Engagement |
| Location: | Cross Campus (Base location TBC) |
| Reports to: | Sport Engagement Lead |
| Supervises: | None |
| Last updated: | December 2023 |

Position Purpose

The purpose of this position is to:

- Coordinate student led sporting opportunities within Deakin University.
- Coordinate the delivery, cultural framework, incident response and ongoing development of the Deakin University representative sport program – Intervarsity & Uni Sport Australia events.
- Coordinate the implementation and evaluation of sporting initiatives, events, and activities that contribute to the DUSA Sport Development Pathway
- Raise the profile of sport opportunities via the Deakin Dragons representative sports brand within the University community.
- Support the growth of sports related student clubs to ensure ongoing viability of this student led experience.
- Actively mentor student leaders to support all sports programming of DUSA.

Key Responsibilities

| Student Sport Participation |
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| <ul style="list-style-type: none">• Coordinate the planning, delivery and review of sports experiences to students via the DUSA Sport Participation Model and actively encourage participation in sport and recreation across all Deakin Campuses.• Provide a program of campus-based sport / active living activities designed to engage any skill level.• Implement and evaluate sporting events alongside key DUSA student experiences – Orientation & Themed Weeks.• Promote involvement of students in community events such as fun runs, walking events, cycling, corporate triathlon etc.• Seek out and include the student voice in the provision of sports media and promotional channels in line with the Deakin Dragons brand strategy.• Assist DUSA sports clubs to build events that provide activities to their members and engage other students – i.e., Campus Clash & Come & Try fixtures.• Work with NSO & SSO's and suppliers to create participation in sport at campus level. |

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| <ul style="list-style-type: none"> Promote, coordinate and grow reach of the sport ambassador program. Support day to day task allocation and mentoring of student interns within the Sport Event Calendar. |
| Student Sport Representation <ul style="list-style-type: none"> Coordinate the Uni Sport Australia calendar of events in relation to Deakin University student representation. Coordination of Representative Sport Team Managers – Recruitment, Training and Support. Regularly liaise between Uni Sport Australia and DUSA in relation to Uni Sport events, and advocate for Deakin students within this network. Facilitate advertising, promotion and recruitment to ensure that university representative sport opportunities are well known and accessible to students of all campuses. Create team culture in line with DUSA standards & the Deakin Student Code of Conduct. Assist and support Team Managers to provide trial opportunities with the aim of increasing participation in Uni Sport Australia competitions. Lead team representation at Uni Sport Australia sanctioned competitions. Maintain budget for DUSA representative sports teams (income, expenditure and discount to DUSA members). |
| General <ul style="list-style-type: none"> Assist across all specialist areas when required and as needs arise. Work collaboratively with DUSA / Deakin Marketing to promote sports engagement. Assist in the delivery of sports partnership funding and identify new areas to engagement with funding options. Risk Management / incident reporting of all sporting events. Provide the Student Engagement Manager and Student Stakeholders with timely information and administrative support for their management activities. Maintain clear, accurate and current file records as part of the organisational knowledge base. Establish and maintain effective communication channels and foster partnerships with key stakeholders. Effectively contribute to discussion on key strategic issues related to services provided by DUSA on campus, through meetings, workings and written reports. Support the development and implementation of an environment that enhances cooperation and close liaison between DUSA stakeholders. Actively participate in the development and maintenance of a culture that supports the vision and objectives of DUSA. Ensure all legal obligations are adhered to when conducting experiences for students. Develop and monitor plans and budgets for sporting events. Travel to other campuses and sporting venues as required. |

Position Scope

This position description is not intended to be all-inclusive. The employee may perform other related duties within their scope of capability as required to meet the on-going needs of the department and/or organisation. Employees may be required to work across all DUSA sites.

Key Selection Criteria

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| Knowledge / Skills <ul style="list-style-type: none"> Ability to plan, execute and evaluate suite of programmed events. |
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- Demonstrated ability to build and maintain relationships with people of diverse backgrounds.
- Ability to contribute to the team goals.
- Ability to prepare and present detailed reports.
- Excellent oral and written communications skills.
- Strong project management and organisational skills.
- Demonstrated skills and experience in all facets of event planning.
- Sound knowledge of university sport landscape and/or multi-sport games competition.
- Social Media Marketing skills relevant to sports setting.

Experience / Qualifications

- Demonstrated experience in leading sport-related programs within a sporting team or club.
- Sound knowledge of Uni Sport Australia programs, community clubs and sport participation experience relevant to the University context.
- Expertise in facilitating sporting activities with skilled and unskilled participants.
- Tertiary qualifications in a related discipline such as sports management / operations, hospitality, events, administration etc

Key Personal Characteristics

- Highly developed time management and organisational skills.
- Excellent interpersonal skills and demonstrated ability of working with a variety of stakeholders.
- A passion for providing quality service levels.
- Great eye for detail, problem solving and lateral thinking.
- Enthusiastic, friendly and proactive approach to work.

Terms & Conditions

OH&S

DUSA adheres to all Occupational Health & Safety (OH&S) regulations as an Employer. As an employee you have an obligation to take reasonable care to ensure your safety and health at work and that of others in the workplace. It is incumbent of you to meet all OH&S policies, rules and regulations.

Inherent requirements - Physical Demands

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
3. While performing the duties of this job, the employee is regularly required to sit, walk and stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
4. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus, including use of a computer screen
5. The employee is required to stand for several hours at a time (1-3 hours) and walk distances around campus including up and down stairs
6. The employee may be required to assist lift and/or move up to 15-20kg occasionally to move stock, products, event equipment
7. Bending down or reaching up to multi-level shelving, set up or pack down of events and public stands.



Capability Status

You will be required to meet the following:

- Current and satisfactory National Police Record Check.
- Working with Children Check.
- First Aid certificate.
- Current valid Victorian Driver's License.

Position Description Acknowledgement Form

I have received, reviewed and fully understand this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name

Employee Signature

Date