



Paupiyala
Tjarutja

Aboriginal Corporation

Position Description

Position Details

Position Title:	Sport & Recreation Officer
Location:	Tjuntjuntjara Community, Great Victoria Desert, WA
Responsible to:	Program Manager
Daily supervision:	Program Manager, Tjuntjuntjara Remote Community
Base Salary:	\$59,965
Total Salary Package:	In addition to the base salary, the employee is provided with accommodation, utilities, phone and internet, annual return airfare to place of recruitment
Level:	Level 5.1
Award:	Aboriginal Communities and Organisations (Western Australia) Interim Award 2011

Spinifex People

The Spinifex People, including those residents at Tjuntjuntjara, are represented by the Pila Nguru Corporation, the Native Title Representative Body for the Spinifex Native Title area. Within this area, Paupiyala Tjarutja Aboriginal Corporation manages all services in the Tjuntjuntjara community. The community has a population of around 200 people.

Primary Purpose

The primary purpose of this position is to facilitate the operation of existing sport and recreation opportunities in the community and to support community members to engage with physical activities and to improve mental health and wellbeing. Further, during the school holiday program period, the Sport & Recreation Officer will provide a range of existing school holiday program activities aimed at school aged children to ensure that the communities children are engaged in activities to reduce the risk of vandalism and anti-social behaviour. There will be some opportunities to identify, develop and coordinate new sport and recreation opportunities under the management and direction of the Program Manager.

The Sport & Recreation Officer's main duties, under the direct supervision of the Program Manager will facilitate the following:

- active recreational and sporting games for the community population
- increasing the number of people actively engaging in some type of sporting activity
- increasing awareness around the importance of physical activity to health
- increasing awareness of the rules in sports activities (football, soccer, netball, softball, volleyball, basketball)
- mentor indigenous community sport & recreation officer

The position will focus on skill development and capacity building by facilitating and encouraging local indigenous sport and recreation workers to take on more responsibility and learn key aspects of the program.

Accountability

This position reports to the Program Manager (PTAC) who is accountable to the CEO and PTAC Board. Daily supervision is provided by the Program Manager.

Tasks & Duties

The Sport & Recreation Officer's key tasks and duties are:

- Contribute to the design, facilitation and coordination of the Tjuntjuntjara School Holiday Program and Sport and Recreation programs.
- Supervise and mentor volunteers, and indigenous community Sport & Recreation Workers
- Identify potential Sport and Recreation Officers within the community, and provide supervision, mentoring and facilitate professional development and training
- Engage the broader community in a wide range of sport and recreation activities to promote positive and healthy behaviour while reducing anti-social behaviour such as drug use and vandalism.
- Under supervision, design and facilitate community health initiative activities, including activities to increase physical and mental health
- Engage youth in activities to strengthen connection to culture and country
- Increase awareness of program budget
- Order and purchase relevant program resources and equipment when instructed.
- Maintain resources and equipment
- Empower community members to contribute to the design and facilitation of the sport and recreation program.
- Engage the broader in community events through the sport and recreation program, including with existing programs such as the School, Women's Centre, Aged Care, CDP, Spinifex arts and health service.
- Network and liaise with other community agencies to support the increase of the community's connection to culture and country.
- Facilitate regular community football games and training.

- Ensure the weekly program information is posted up around community promoting routine, active participation, and intergenerational engagement.
- Facilitate and supervise daily use of gym equipment for all community members that are interested.
- Creating weekly football trainings that occur on a specific day (i.e football training every Sunday).
- Facilitate weekly basketball trainings for the youth that occur on specific days (i.e basketball training every Wednesday night)
- Facilitate Rage Cage sports that explore a variety of sports and develop leadership skills and teamwork.
- Provide a brief weekly report to the Program Manager and School Principal on how the program is travelling
- Facilitate regular community softball games and training
- Facilitate and support the community Sports Committee who organise community sport and recreation events and carnivals.
- Live and work in Australia's most remote indigenous community.

Traineeships and Apprenticeships

- Recommend candidates for sport and recreation/youth traineeships/apprenticeships and liaise with the VET Coordinator and Program Manager to facilitate

General Duties and Expectations

- Ensure confidentiality is maintained within the Corporation in accordance with the Privacy Act 1998;
- Maintain a polite respectful relationship and communications in dealing with external agencies, key stakeholders and community members;
- Undertake the duties and responsibilities of the role in the context of constructive engagement with staff and empowering people through two-way learning and cultural awareness.
- Performs other duties as required, in line with the prime purpose of this position.

SELECTION CRITERIA

Qualifications

- Tertiary or undergraduate qualification in a relevant field (Sport & Recreation/Youth Work)
- Senior First Aid Certificate
- Umpiring qualification

Skills, Abilities & Experience

Essential

- Demonstrated experience designing, supervising and running sport & recreation activities and competitions
- Demonstrated experience working with children or young people for a minimum of 3 years;
- Experience working with disengaged youth and aboriginal people in a remote Aboriginal community;
- Demonstrated experience running school holiday program activities
- Computing and office administration skills and sound oral and written communication skills
- Demonstrated ability to work effectively and cooperatively with supervision;
- Demonstrated sound organizational, planning and time management skills;
- Ability to exercise initiative within established procedures and policies;
- Ability to work under pressure, and to work as part of a team;
- Flexibility, and preparedness to assist other staff or do tasks that do not specifically come under the role from time to time;
- Sound problem solving, diplomacy and resolution skills
- A genuine interest in working cooperatively with traditionally-oriented Aboriginal people to establish cultural tourism enterprise;
- Good understanding of community development and capacity building
- Strong cross-cultural communication skills

Pre-Employment Requirements

1. Driver's license (4wd driver training will be an advantage)
2. Working with Children Check
3. National Police Clearance
4. Willingness to live in the community and share accommodation
5. If visa holder, appropriate working visa