



Active Schools Expert Support Service Administration Support Officer

POSITION DESCRIPTION

Position Title:	Administration Support Officer
Employment Type:	Maximum term contract - October 2021-December 30 2022)
Time Fraction:	0.6 FTE
Salary range:	\$82,500pa incl superannuation (pro rata at 0.6 FTE)

About ACHPER Victoria

The Australian Council for Health, Physical Education and Recreation (Victorian Branch) is a professional association representing teachers and related professionals working in the fields of health education, outdoor education, sport education and physical education in Victoria. ACHPER Victoria is a member based, not-for-profit organisation with significant profile.

The Victorian Branch continues to build a strong reputation as a key provider of high-quality professional learning and resources. The organisation is governed by a volunteer board of directors and has a small, dedicated operational team. Our office is situated in the new Sports Stadium at La Trobe University Bundoora, Victoria. We are passionate about improving physical activity outcomes for all children and young people and are seeking like-minded staff who are motivated to achieve these outcomes. We offer a supportive workplace to enable our staff to meet their own professional goals whilst having fun in the process. We prioritise work-life balance models of employment to ensure we maintain a healthy, productive workforce. For more information, please go to <https://achper.vic.edu.au/>

Active Schools initiative

The Victorian Government is committed to helping young Victorians to be more physically active. An ambitious agenda has been set under the Education State, including a target for students to be happy, healthy and resilient. This includes specific goals for student physical activity.

To support schools to work towards these targets, the Government has released a [Joint Ministerial Statement on Physical Activity for Children and Young People](#) and is investing \$24 million in the [Active Schools initiative](#).

The Active Schools initiative aims to ensure all Victorian students have the skills, confidence and motivation to be active for life, building on existing programs and funding to boost support and resources to get schools moving. It includes a toolkit for school leaders and teachers, an expert support service (managed and overseen by ACHPER Victoria) and funding for schools.



The [Active Schools Framework](#) outlines six key priorities of an Active School, recognising there is no single solution to shifting inactivity; it takes a multifaceted and systemic effort. The six key priorities of Active Schools are Quality Physical Education, Quality School Sport, Active Classrooms, Active Travel and Active Recreation. The sixth priority is a supportive school environment that provides space and encourages students to be active.

Active Schools Expert Support Service

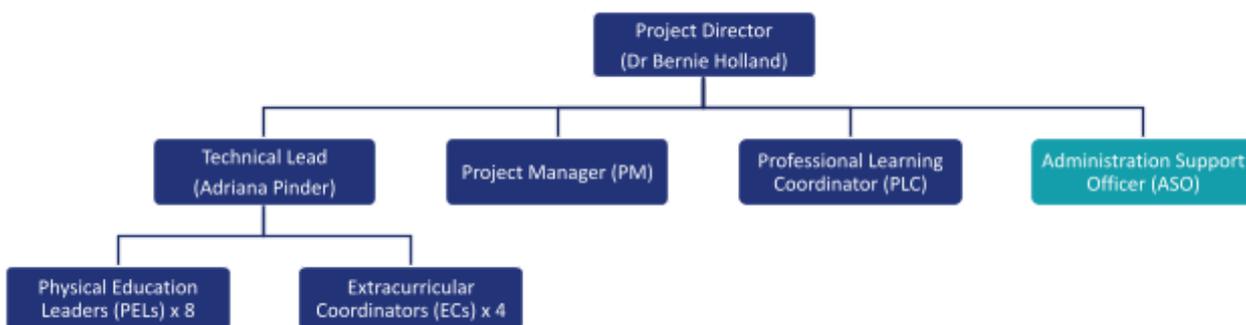
Under the Active Schools initiative, an expert support service has been funded to provide on-the-ground and direct support to implement an Active Schools approach and coordinate additional extracurricular activities.

ACHPER Victoria has been funded by the Department of Education and Training to deliver the Active Schools Expert Support Service which consists of two streams:

- Eight Physical Education Leaders (PELs) providing leadership and capacity building support - provision of leadership and on the ground mentoring and capacity building to enable schools to implement the Active Schools framework and deliver quality physical education.
- Four Extracurricular Coordinators (ECs) providing extra-curricular support - direct support to schools to implement an extra-curricular program that meets the needs of their student population.

Who makes up the Active Schools Expert Support Service Team?

ACHPER Victoria is seeking to employ a number of highly motivated and experienced staff to deliver the Active Schools Support Service as highlighted in the structure below.



Purpose of the position

ACHPER Victoria requires an experienced individual who understands schools and the community sport and recreation landscape to provide administrative support to the project leads and expert support services staff in liaising with schools, educators and community/sporting organisations.

This role will report to the Project Director within ACHPER Victoria and work closely with the Technical Lead and additional Business Support members within the organisation to deliver on outcomes within the initiative. The Administration Support Officer will be required to deliver professional customer service relating to the Active Schools Support Service via telephone and email, as well as monitoring and maintaining accurate customer data through ACHPER Victoria's Association Management software.

Key responsibilities of the position

- Deliver professional and friendly customer service via phone and email to schools, teachers and stakeholders involved in the Active Schools Initiative;
- Maintain accurate customer data relating school and stakeholder contacts who engage in the Support Service via ACHPER Victoria's Association Management system;
- Provide administrative support to all members of the Support Service team, including minutes taking, overseeing calendar bookings, arranging catering and events, providing updates to workforce, and formatting

and/or editing of documents; and

- Liaise with business support and key members of the Support Service team to assist with outgoing communications to schools and stakeholders relating to Active Schools.

Required Experiences and Skills

- Strong and demonstrated organisational and administrative skills;
- Excellent communication and interpersonal skills;
- Demonstrated capacity to work autonomously within a small team with initiative while being collaborative; and
- Familiarity and competence in using Microsoft365 Suite.

Desirable Experiences and Skills

- Understanding of and experience in education and/or sport sectors;
- Experience using Association Management or other customer data management systems; and
- Experience with web design and marketing and communications.

Key Selection Criteria

- Demonstrated ability to communicate professionally with customers using various communication mediums;
- Demonstrated ability to provide administrative support to a team of up to 10 people;
- Demonstrate initiative and collaborative skills when working in teams; and
- Demonstrated ability to use various technology to provide customer and business support.

Conditions of Employment

Terms and conditions of employment are in accordance with ACHPER Victoria's policies and procedures.

Tenure This is a part time (0.6 FTE) position from October 2021 to December 2022.

WWCC Appointments need to have a valid WWCC and will need to provide a copy to ACHPER Victoria prior to employment. ACHPER Victoria's Child Safe Statement of Commitment can be found [here](#).

Leave entitlements: 4 weeks pro rata (0.6 FTE) with leave in 2021 to be taken during the office closure period. Flexible working arrangements provided.

Application Process and Conditions

Applications close on **Thursday 7 October, 2021 at 5.00pm** AEST.

Please ensure that you follow the process for submitting an application, as failure to do so may result in it not being considered.

Applicants should apply by emailing a copy of the required information (see below) to hello@recpeople.com.au and any telephone contact can be made to Mandy Nolton (Managing Director, Rec People) on 0400 679 433.

Please note: Only electronic applications to hello@recpeople.com.au will be accepted.

- A. All applicants are requested to include the following details in their application:
1. A covering letter which states the position you are applying for and why you are interested in the role;
 2. A current resume which includes personal details, educational achievements, experience and at least 2 referees (referees will only be contacted with your permission);
 3. Brief examples that address the Key Selection Criteria (KSC) as stated in the position description to a maximum of 3 pages (applications that do not address the KSC may not be considered);

- B. Applicants applying for more than one position will need to submit a separate application for each role.
- C. Applicants must be either permanent residents of Australia or supply evidence that they have the right to work in Australia.
- D. Applicants should be prepared to attend a personal interview/s at their own cost. Interviews may be conducted online pending current government COVID-19 restrictions at the time.
- E. The personal information you have provided will be used to assess your applications for employment. You have been requested to provide this information to enable the organisation to compare your application to others, and verify statements made. In submitting an application for this position, you are giving your consent for the organisation to use the information in assessing the application for this position.
- F. Prior to commencement the successful applicant will be required to provide a copy of relevant documentation, for example: WWCC, VIT Registration, non-teaching qualifications and licenses. These will be kept on the employee's file. ACHPER Victoria requires all applicants to undergo background checks and screening prior to any appointment.