



Active Schools Expert Support Service Extracurricular Coordinator

POSITION DESCRIPTION

Position Title:	Extracurricular Coordinator
Positions Available:	4 x 1.0 FTE
Employment Type:	Maximum term contract up until 30 December 2022
Time Fraction:	1.0 FTE (76 hours per fortnight - part time negotiable, minimum 0.5FTE)
Salary range:	\$93,500 - \$111,232 pa including superannuation

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

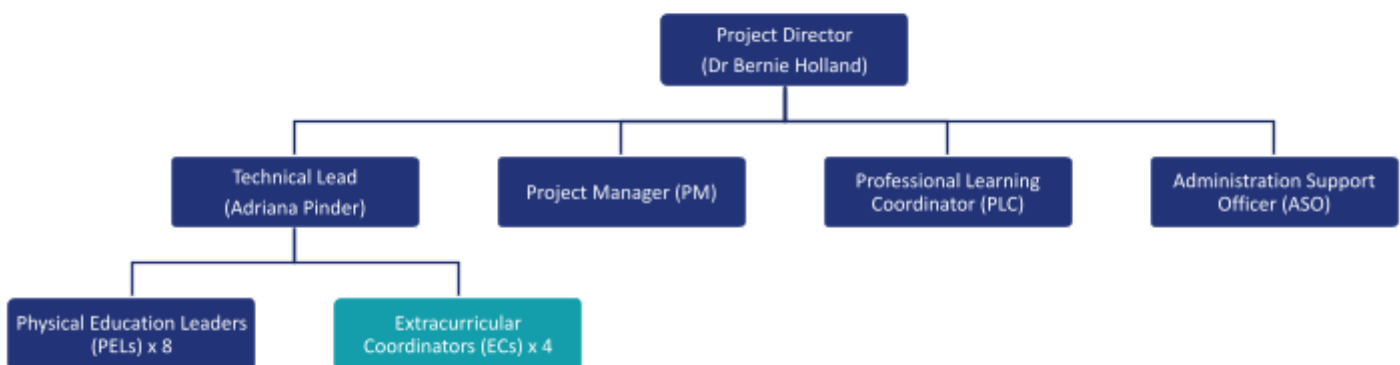
Under the Active Schools initiative, an expert support service has been funded to provide on-the-ground and direct support to implement an Active Schools approach and coordinate additional extracurricular activities.

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.



Role description

The Department of Education and Training is providing \$1.5 million of funding over two years to approximately 181 disadvantaged secondary schools (per year) to boost their physical activity focused extracurricular services to students. ECs will guide and mentor these schools to organise and coordinate extracurricular activities before, during (e.g. lunchtime) and after school hours. ECs will also focus on implementing extracurricular programs to meet the needs of the students and develop links with local community and sporting organisations. ECs will need to draw on previous experience in health promotion or community engagement and experience in school settings.

Applicants are welcomed from **metropolitan and regional Victoria**, and locations will be considered and negotiated when allocating successful applicants to work regions. This support is expected to be located centrally in each of the four Departmental regions and some travel will be required to establish relationships with local providers and interaction with schools. Information on the Department's regions can be accessed [here](#).

Support to schools will include a mix of face to face and online support. The support offered will be informed by schools and active recreation/sport providers to implement an annual plan of extracurricular activities in schools.

When not working within schools, flexible work arrangements can be made to complete work including online support and administrative tasks. Successful applicants will need to meet occasionally face to face with ACHPER Victoria staff and Active Schools Expert Support Stream staff in various locations across Victoria.

Key Responsibilities for the position:

- Provide support to DET secondary schools to implement extracurricular programs to meet the needs of secondary school students which link to the local community;
- Develop resources to support schools to implement the Active Schools Framework and best practice extracurricular programs;
- Develop, promote and lead regional workshops and networking activities, both face to face and online, to build the capacity of schools and teachers to increase physical activity engagement through extracurricular programs;
- Work with schools to identify their needs and collaborate to implement extracurricular programs aligning to the Active Schools Framework, based on school and local community context;
- Collect quantitative and qualitative data on engagement and progress in implementing an Active Schools Framework; and
- Contribute to cross-agency and sector collaboration, promoting and facilitating with relevant DET and school staff, community organisations, health and sport sector stakeholders and other government organisations.

Required Qualifications and Experiences

- Registered teachers with the Victorian Institute of Teaching (VIT) OR a Diploma in a Sports or Recreation field;
- Recent experience (within the last 5 years) teaching physical, health and/or sport education in secondary schools **OR** working in a sport/community recreation organisation directly engaging with adolescents; and
- Current Driver's License.

Required Skills and Knowledge

- Ability to build and promote extracurricular activities in school and community settings within a yearly cycle;
- Collaborate to develop multi-faceted approaches to improve physical activity opportunities;
- Knowledge of enablers and barriers to adolescents being active, understanding of methods to address barriers, and knowledge of a diversity of opportunities which appeal to young people;
- Demonstrated capacity to work autonomously within a small team with initiative while being collaborative;
- Excellent communication and interpersonal skills; and
- Strong organisational and event management expertise.

Desirable Experience, Skills and Knowledge

- Strong understanding of the Victorian Curriculum: Health and Physical Education and the skills required to build a quality physical education program;
- Experience in mentoring teachers or other professionals and/or delivering professional learning in a broad range of topics within the curriculum of health and physical education and/or outdoor education;
- Experience in developing and facilitating networks in an education, sport or community setting; and
- Familiarity with the Office 365 suite (including Word, Excel, Teams, PowerPoint etc.) and online meeting and networking platforms.

Key Selection Criteria: (need a score against each, need demonstrated ability/evidence, max to 6 points)

- Demonstrated experience delivering inclusive and engaging physical education, sport, activity or recreational programs with secondary school age students;
- Demonstrated experience partnering with other professionals or volunteers delivering activity-based programs with secondary school age students;
- Demonstrated ability to organise and manage a range of events (eg: school sporting/recreational events, networking events); and
- Capacity and experience working independently, while contributing to the overall impact of a small team.

Conditions of Employment

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

Tenure	4 x full time (1.0 FTE) positions available from October 2021 to December 2022. Requests for part time positions will be accepted, at a minimum of (0.5 FTE). Your preferred time allocation must be requested in the cover letter.
Secondment:	Some employers may consider offering a secondment to those who wish to apply for this position. It is your responsibility to discuss this with your employer.
VIT Registration/WWCC	Appointments need to have a valid WWCC OR VIT Registration and will need to provide a copy of prior to employment. ACHPER Victoria's Child Safe Statement of Commitment can be found here
Entitlements:	Generous leave and flexible working arrangements provided. Mobile phone and travel allowance provided.

Application Process and Conditions

Applications close on Monday 4 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 Dr Bernie Holland (Active Schools Project Director, ACHPER Victoria) on 0411 268 902.

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);
 4. The town or suburb you are or will be located in or if you are prepared to locate to a region you are not currently located in, please indicate that in your cover letter.
- 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.