The Catholic Schools Office, Lismore is calling for applications from suitably qualified candidates for the position of:

**Diocesan Sport Coordinator**

The incumbent will be required to coordinate and develop sport activities within the Diocese of Lismore.

Tasks and responsibilities will include:

- Coordinating Diocesan representative Sport Program K-12
- Providing opportunities for all schools (staff and students) to participate in sport at an appropriate and satisfactory level (including students with disabilities)
- Liaising with the Director of Catholic Schools, the Diocesan Principals’ Association and the Diocesan Sports Council
- Liaising with and providing a support service to Sports Coordinators at schools
- Coordinating the primary and secondary biennial Sports Coordinators Conferences
- Developing communication with relevant NSW state sporting organisations
- Representing the Director of Catholic Schools on the NSW Catholic Primary Schools Sports Council and the NSW Combined Catholic Colleges Sports Association
- Attending the primary and secondary State athletics, swimming and cross country carnivals as a member of the association and perform official duties on the day
- Attending other State sports carnivals as deemed appropriate
- Coordinating the biennial GTAL Sport Camp – Years 6-8 students
- Leading and supporting the participation of students with disabilities into mainstream school and representative sport
- Coordinating the running of clinics in the Diocese in areas related to activities such as:
  - Coaching
  - Water Safety
- Informing schools of developments in matters relating to sport.
- Monitoring WH&S policies as they relate to Sport in the Diocese
- As required, carrying out other duties that are within the limits of the employee’s skill, competence and training.

**Selection Criteria**

1. A relevant teaching qualification at Bachelor degree level or above, or equivalent.
2. Demonstrated leadership qualifications and experience.
3. Experience as a school sport coordinator.
4. Demonstrated high level public relations/interpersonal skills with the ability to communicate effectively to a range of audiences.
5. Demonstrated high level administrative/organisational skills.
6. Interest, experience, knowledge and understanding of a wide range of sports.
7. Computer literacy and technological skills using a range of technologies and suites.
8. Willingness and ability to travel extensively and spend time away from home.
9. Energy, commitment and flexibility and the ability to adapt to change.
11. Experience and/or interest in sport for athletes/students with disabilities.
12. Understanding of and personal commitment to the mission of the Catholic Church.
13. Senior First Aid Certificate.

To apply, please submit your application including Application Form, statement addressing the above selection criteria, and referees to:

Vanessa O’Rourke
Human Resources Officer – Recruitment and Training
Email: hr@lism.catholic.edu.au

Applications to be received by 9am Wednesday, 30 September 2015

Child Protection legislation requires preferred applicants to be subject to employment screening

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