

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Admin Assistant - Carnivals and Sport Pathways

Position Purpose

In support of the Mission and Vision of NCC this role supports the Director of Sport in building on the College's sporting culture through the organisation and co-ordination of sport programs for students across the College.

Qualifications

A formal qualification is desired, but not essential. Staff are encouraged to hold a formal qualification and to advance their skills and knowledge.

Current Working with Children Check (Blue Card) essential.

High level of proficiency in use of TASS, Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams and Forms), ConnX, Canvas, Adobe Sign

Accountability

Sport Director of Sport and ultimately the Executive Principal

Key Relationships

Executive Principal, P-12 Director of Sport, Junior Teaching staff, Middle and Senior Teaching staff, Junior School Sports Coordinator, Middle and Senior School Sports Coordinator, Administration Assistant to Junior School Sports Coordinator, Administration Assistant to Middle and Senior School Sports Coordinator, College Administration staff, students and parents.

Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the Mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students.
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development
- Maintain confidentiality.

Professional Competencies

The following professional competencies are essential to this position:

- Possess strong organisational and time management skills, with the ability to prioritise tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks
- Ability to work effectively in a team and collaborate with colleagues from different departments

- Be efficient and accurate with data entry, record keeping and file management
- Capability to adapt to changing situations and maintain composure in a dynamic environment
- Demonstrated high-level written and verbal communication skills, with the ability to communicate effectively and professionally with students, parents, staff and external stakeholders
- Ability to exercise sound judgement, solve problems and make informed decisions within the scope of the role
- Ability to establish and maintain positive professional relationships with students, parents, staff, volunteers and external sporting organisations
- Demonstrate a level of commitment to maintain personal professional knowledge and skills
- Demonstrated ability to coordinate multiple events, activities and logistical requirements simultaneously, ensuring effective planning, communication and delivery within required timeframes
- Demonstrated ability to identify opportunities for improvement and contribute to the development of efficient administrative systems and processes
- Have a working knowledge of the College's policies and procedures, its Enterprise Agreement particularly as it relates to staffing/hours of work
- Maintain confidentiality and discretion
- To understand scope of role in relation to Pastoral Care Policy and Procedures
- Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Child Safe Organisations Act 2024
- Have a good understanding of Work Health and Safety requirements and procedures in relation to your role
- Be competent in using the College's data programs and how to utilise the data effectively and accurately
- Be familiar with relevant software, for example Meet Manager and how the software integrates with the effective delivery of Sport programs at NCC.

Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

General Responsibilities

- Provide front-line administrative support by managing telephone enquiries, recording messages, and facilitating timely responses
- Maintain a comprehensive understanding of the operational requirements and program delivery obligations associated with the College's participation with SCISSA competitions and events
- Develop and maintain strong working relationships with staff and representatives from SCISSA, other member schools and independent sporting organisations
- Provide students with accurate information and guidance regarding School Sport Trials processes (e.g. District, Regional, State)
- Support and attend College events that promote the Sports program at NCC (e.g. FAD Day, Grandparents Day, Open Days)
- Assist with the planning, coordination and operational delivery of sporting carnivals, competitions and events
- Maintain the cleanliness, organisation and functionality of the Sports staffroom, storage rooms and equipment sheds
- Identify and communicate purchasing requirements for Middle and Senior School sports programs to the Administration Assistant to Director of Sport
- Assist in the maintenance and administration of the Middle and Senior School Sport Calendar

- Prepare and distribute correspondence, forms, notices, promotional materials and articles relating to Middle and Senior School sport events and activities
- Regularly communicate with the Administration Assistant to Director of Sport and Junior Sport Administration Assistant to identify and implement improvements to administrative processes within NCC Sports Department
- Coordinate and communicate ordering requirements for trophies, ribbons and associated awards to support Sport Carnivals, events and programs
- Undertake additional duties as directed to support the effective and efficient operation of the Sports Department

Sport Carnival Coordination

- Liaise with Sport Coordinators, before, during and after all Sport Carnivals to ensure the efficient planning, coordination and successful delivery of events
- Coordinate the preparation, distribution all Sport Carnival related documentation for staff, students and parents within required timeframes.
- Prepare, maintain, and inspect all carnival equipment to ensure it is safe, operational and event ready, and assist with setting up and pack down of equipment after each event - ensuring all equipment is collected, accounted for and returned to designated storage locations following each event
- Assist with the development and coordination of staff and volunteer rosters to ensure appropriate event coverage and supervision
- Coordinate catering arrangements for staff working at the carnivals
- Accurately record and manage event results using Meet Manager and other relevant competition management software
- Maintain effective communication with staff, students, parents, volunteers and external stakeholders throughout the planning and delivery of sporting carnivals
- Prepare and distribute representative team lists for District, Regional and State competitions, including the use of Meet Manager where required
- Develop and prepare parent information letters, permission forms and other event related documentation for distribution
- Maintain accurate records and documentation relating to sporting carnivals and representative pathways.

Queensland School Sporting Pathway Programs

- Provide students with information and administrative support regarding Queensland School Sport representative pathways (District, Regional, State), ensuring all school nomination requirements are completed accurately and submitted on time.

Annual Speech Nights and Sports Awards Events

- Maintain and manage a comprehensive database of student achievements and participation within the School Sporting Pathways program throughout the year to support Speech Night, Sports Awards and other recognized events
- Assist with planning, coordination, preparation and delivery of the annual Sports Award event
- Compile and provide sporting results, achievements and related content for publication in the Yearbook.

NCC College Portal, Social Media, Harvest Weekly

- Assist with the preparation and submission of weekly articles, announcements and updates for publication.

Work collaboratively with the P-12 Sport Administration Assistant (Junior SCISSA, Afterschool Sports) to support the effective delivery of

- Afterschool Sport Competitions and Programs
- Junior SCISSA Program and 1-3 Sport Program.

Remuneration	In accordance with levels set out in the NCC Enterprise Agreement
Reference Documents	Student Safety and Wellbeing Policy Staff Code of Conduct NCC Enterprise Agreement Staff Dress Code Policy Workplace Health and Safety Policy.
Hours of Work	As per Employment Contract