

Position description

Position title	Sport Coordinator
Location	Gold Coast or Brisbane
Status	8-month contract (approx.)
Reporting to	National Events Manager-Sport
Number of reports	Nil
Salary package	\$57,750 pa, plus super
Employment conditions	UniSport time in lieu standards apply Due to the nature of UniSport business, out of hours and weekend work will be required, especially during event delivery periods

UniSport Australia is the peak governing body of university sport in Australia

UniSport Australia (UniSport) is a member service organisation. We strive to promote and foster the importance of university sport as an integral part of university life at 43 member universities, who collectively represent more than one million students nationwide. Our primary focus is providing expertise and leadership in university sport. We aim to deliver and integrate national policy that enhances and facilitates opportunities for competitive participation in sport for students at a regional, national, and international level. Furthermore, we also focus on providing a broad range of supplementary activities, advocacy, and services for our members.

UniSport is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of UniSport, you can expect to be part of a team that is dedicated to excellence and high performance, prides itself on operational best practice, promotes inclusion and respect for diversity and allows for flexible work arrangements that assist staff to balance family and work commitments.

UniSport has a program designed to assist staff with their positive health and wellbeing and is available to all staff who can engage at their required level. With staff located across the country, UniSport aims to gather all staff at its head office (Brisbane) at least two to three times a year.

Our Vision:	Active Students; Lifelong Success.
Our Principles:	Integrate and ensure the student perspective is considered in all programs. Inclusion and diversity strategies and processes underpin all that we do across our administration, events, and programs.
Our Mission:	In partnership with universities, we are driving student success by demonstrating the value of sport through evidence-based advocacy and providing participation and competition programs locally nationally and internationally.
Our Values:	Collaborative Respectful Committed Authentic Innovative.

About the role

The Sport Coordinator is one of eight team members responsible for the effective planning and delivery of the UniSport Nationals. The UniSport Nationals is the organisation's major annual multisport event, taking place on the Gold Coast from 27 September-3 October 2025. Comprising of over 30 different sporting competitions, the Nationals plays host to over 7,000 student-athletes competing over one week of sporting competition.

The role is responsible for the coordination of all sport components for the UniSport Nationals event. In conjunction with the National Event Manager-Sport, develop strategies that compliment current procedure to ensure that the Nationals are delivered in a professional manner and in accordance with the operational plan. This role may also be required to support the sport components associated with National Championship events prior to Nationals.

Key responsibilities

1) Planning and Administration

Coordinate the sport program, including but not limited to:

- Responsible for the implementation of all sport requirements outlined in the event operations plan
- Undertake event briefings, training sessions and updates to relevant staff during event delivery
- Maintain clear and accurate administrative records of event's sport requirements
- Update required sport event information to the website
- Contribute to the review and evaluation process of the Nationals
- Prepare a post-event report on the organisation and delivery of the sport components of the event with recommendations for future events
- As directed by the National Event Manager-Sport, liaise with relevant national, state and local sporting organisations, UniSport members, UniSport staff, key stakeholders, service providers and the public on issues pertinent to the effective and efficient delivery of the event

2) Financial

- Monitor and maintain accurate records of all sport areas of the event budget
- Carry out all appropriate quoting processes for event sport suppliers
- Ensure all financial procedures are implemented effectively

3) Sport

- Liaise with the National Events Manager – Sport regarding specific requirements and standards from national and state sporting bodies for each competition
- In conjunction with the National Events Manager – Sport, coordinate sport scheduling, draw scheduling, draw production and results process
- Contribute to review of sport guidelines and event processes
- Coordinate the procurement of all sports equipment required for each competition
- Contribute to the planning, recruitment and appointment of appropriate sports medicine services for each competition
- Develop key resources including competition manager handbooks and sport boxes for use during the event

4) Sport workforce

With the support of the National Events Manager-Sport, and UniSport's HR staff:

- Appoint and manage communications with competition management teams

- Oversee and provide direction to up to three volunteer sport event interns through the planning, delivery, and wrap-up phases of the events
- Lead a team of up to six Sport Liaison Officers (staff) pre, during and after the event
- Ensure all appropriate UniSport human resource management policies and procedures are implemented
- Facilitate a positive and productive teamwork environment and provide leadership to the personnel within the assigned key functional areas of the event

5) Collaborating with other UniSport business areas

- Maintain contacts, activities, and other actions within the UniSport CRM as it relates to the Nationals sport program
- Assist with and contribute to special projects or other UniSport business as required from time to time
- As required, represent the organisation in an official capacity at various functions, gatherings, meetings, and conferences as well as on approved/relevant committees or working groups
- Any other duties as directed by the National Events Manager- Sport

Personal attributes

We are looking for a sports enthusiast who:

- ✓ Is a driven individual with the ability to work autonomously and achieve results
- ✓ Has strong written and verbal communication skills
- ✓ Has an understanding of sport competition co-ordination
- ✓ Is collaborative, logical, and proactive
- ✓ Is flexible and able to easily adapt to a changing work environment
- ✓ Enjoys being part of a small team and actively contributes to the building of a positive workplace culture

Selection criteria

Applicants should ensure that their application provides specific detail on how they meet the following selection criteria. All applicants will be assessed against these key areas.

As a guide, each selection criteria address should be addressed in no more than half a page.

In your application, tell us:

1. Your experience in relation to planning and/or delivering a sport competition, ideally within a multisport event
2. Your knowledge of and experience of working to project plans with designated timelines and key milestones.
3. Your ability to handle multiple tasks across numerous projects with differing timelines. Please provide examples.
4. Outline your experience in managing stakeholder relationships and maintaining a high standard of communication.

How to apply

Read the position description in full and learn more about [UniSport Australia via our website](#).

Prepare your application – applications must include:

- A cover letter introducing yourself and providing an overview of your work experience
- An outline stating how you meet the selection criteria listed above (please respond to the selection criteria separate to your cover letter and no more than ½ page per answer)
- CV/resume including the names and contact details of two references

Submit your application in a [single PDF](#) document to jobs@unisport.com.au

Note that applications that do not respond to the selection criteria will not be considered.

Application timelines

- Applications open 15 January 2025
- Applications close 11:59pm AEST 31 January 2025
- Interviews are expected to be held between 5 February to 7 February 2025
- Earliest start date will be 3 March 2025
- End date 31 October 2025

Further Information

Matt Hunter
National Events Manager – Sport
Ph: 07 3054 4626
jobs@unisport.com.au

