



Secondary Catholic Sports Association

Executive Officer

Position Description

Overview of the Role

The primary objective of the role of the Executive Officer is to plan, organise and administrate the association's sporting competition, as well as run all carnivals and events ensuring that the association operates in a smooth and effective manner.

The Executive Officer will establish and maintain a strong working relationship with Sports Coordinators and Principals.

The Executive Officer will guide the association through regular meetings, newsletters, reports, reviews and risk assessment.

The Executive Officer will develop links with the wider sporting community with particular attention to connections with other similar sporting associations.

The Executive Officer reports to the nominated Principal delegate of the member schools.

Key Duties and Responsibilities

- Strategic management and development of the SCSA program;
- Plan and communicate fixtures for the competitions each year in consultation with participating schools;
- Manage the planning and operation of the various competitions throughout the year. Work with the Host school for each competition;
- Conduct the executive meetings in collaboration with the Host School President;
- Prepare reports for the executive meetings and for the Principals;
- Conduct 2 meetings per year with Principals and Sports Coordinators from all member schools;
- Document the operational tasks and communication requirements for major events;
- Develop and promote the SCSA brand and competition within the wider community enhancing the profile of the association;
- Develop the SCSA website and manage an SCSA social media presence;
- Ensuring that all Child Safety policies are adhered to and legislative requirements are clearly communicated to all participants in association events;
- Conduct a Workplace Health and Safety assessment for events and address Workplace Health and safety issues as they arise;
- Conduct and document risk management assessments for events and communicate any relevant risk management strategies to schools and officials, ensuring that appropriate first aid arrangements have been made;
- Establish and maintain a strong relationship with Sports Coordinators from the member schools and Communicate closely with them on important aspects of the administration and organisation of the program;
- Act as Secretary to the SCSA;
- Maintain and develop the SCSA Policy Manual and Guidelines;

- Prepare, manage and forecast annual budgets for SCSA operations, working closely with the SCSA Sports Coordinators;
- Work closely and cooperatively with all staff, students, volunteers, sporting stadium administrators and personnel from local councils and sporting associations;
- Development mutually beneficial relationships with community bodies;
- Implement the recommendations of the SCSA Review 2018 in collaboration with and under the guidance of the representative principals' committee and/or their delegate;
- Other duties as assigned by the representative principal's committee and/or their delegate.

SCSA Commitment to Child Safety

We hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect. We promote a culture of child safety through policies and practices that comply with legislative and government requirements, and guide our decision making to reduce the risk of harm in our school communities.

Other Information for the Executive Officer Role

Each year one school of the 23 members is nominated as the Host President School and will be President School of the association for the year. The Host School President and the Executive Officer will communicate regularly to ensure the smooth running of the SCSA sports program during the year.

The Executive Officer role has a working relationship with various groups and members including:

- Principals of member schools
- Heads of Sport/ Sports Coordinators of member Schools
- Head coaches of the sports in schools
- Officers of State Sporting Associations and Coordinators of umpires/referees
- Local Council personnel and police
- Venue managers and administrators
- Teaching and support staff in schools
- Volunteer officials.
- Media