



BRISBANE BOYS' COLLEGE

A New School of Thought.

Co-curriculum Coordinator (Sports and Activities)

The Co-curriculum Coordinator at Brisbane Boys' College (BBC) serves as a member of the Co-curriculum team. The role plays a central part in the day-to-day administration, operations, management, and communications of the College's co-curriculum programs in support of the Head of Co-curriculum.

The appointee will support and assist the Activity Leaders in delivering the Department's Aims and Values in supporting collective success: involvement, enjoyment, growth, respect, mastery and leadership in line with the BBC Mission "within the context of a caring Christian community, each student will be nurtured and educated to develop his God-given talents to the best of his ability through a balanced involvement in the academic, spiritual, service, sporting and cultural life of the College".

REPORTING RELATIONSHIPS

The Co-curriculum Coordinator reports directly to the Head of Co-curriculum and ultimately to the Headmaster.

KEY RESPONSIBILITIES/ACCOUNTABILITIES

Administration

Administer co-curriculum activities in a way that supports our mission and build efficiencies through standardised and streamlined procedures by performing a range of administration, secretarial and financial functions.

- Provide executive assistance to the Head of Co-curriculum.
- Support Directors of Sport and Activity Coordinators as required.
- General reporting and financial document preparation for co-curriculum matters.
- Manage the Co-curriculum database.
- Administer the College Colours system.
- Update the College Honour Boards.
- Assist the Human Resources Department with co-curriculum compliance, issuing of coaching contracts, including risk management, child protection, and workplace health and safety, as required.
- Coordinate staff activity payments and administration.

Communications

Communicate proactively and to a high standard through positive, timely and enthusiastic promotion of co-curriculum to boys, families, staff, and the wider community through all communication mediums.

- Be the first point of contact for all co-curriculum enquiries to the College.
- Assist with co-curriculum assembly and award presentations.
- Support the Marketing and Admissions Departments in co-curriculum interests and pursuits.
- Coordinate the co-curriculum scholarship process.
- Assist with event planning within co-curriculum as required.
- Coordinate and accurately record co-curriculum meetings (minutes and agendas).
- Liaise with the GPS office as required.
- Relieve on reception as required.
- Coordinate co-curriculum photo days throughout the year.

ESSENTIAL SKILLS/ATTRIBUTES

- Experience in sports administration is preferred, but not essential.
- Significant administrative and secretarial experience.
- Experience in human resources, marketing and/or communications.
- Driven by strong ethics and values, including openness, honesty, and accountability.
- Proven ability to meet deadlines and work autonomously in a busy and diverse environment.
- Ability to work in, and contribute to, a creative and dynamic team, managing multiple tasks with precision.
- Commitment to ongoing professional development.
- Exceptional attention to detail.
- Excellent organisational and task prioritisation skills with a proven ability to work to deadlines.
- Ability to effectively coordinate key stakeholders.
- High level interpersonal and public relations skills.
- Strong verbal and written communication skills.
- Well-developed problem-solving skills.
- High level of computer literacy and competence in a range of software packages.
- Ability to maintain confidentiality and professionalism.

MANDATORY REQUIREMENTS

- Adhere to the PMSA Code of Conduct.
- Comply with College policies, procedures and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.
- Positively support the College's traditions and Christian ethos.
- All non-teaching staff must hold a current Blue Card for working with children.

REMUNERATION

Remuneration will be in line with qualifications and experience and reflective of the responsibilities of the position.

LENGTH OF TENURE

The Co-curriculum Coordinator will be appointed on a full-time basis for an initial, three-year term, renewable subject to successful appraisal.

APPRAISAL AND REVIEW CONDITIONS

The appointee will undergo an annual performance review with the Head of Co-curriculum.

SPECIAL PROVISIONS

It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is therefore a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the Headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.

APPLICATION PROCEDURE

Applications must include a Curriculum Vitae, statement addressing the Essential Skills/Attributes above, and the names and contact details of at least three recent referees, and should be sent via email to:

Kirsten Ferguson
Human Resources Manager
Brisbane Boys' College
Email: kferguson@bbc.qld.edu.au

Applications close: Sunday 29 November 2020 (with interviews to be held in December).