



Position Description: NW Regional Coordinator (Burnie LGA)

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| Position Title | Regional Coordinator |
| Responsible to | Lead Regional Coordinator |
| Position Status | Part-time 20hrs per week (fixed term contract) |

Primary Objective

One of a team of four Regional Coordinators, reporting to the Lead Regional Coordinator, this exciting role will recruit new members (local people with disability) and volunteers, as well as plan, develop and implement inclusive sport and recreation programs in the greater Burnie area. These will be in line with New Horizons Tasmania's (NHT) goals and strategic priorities.

This position will have key responsibilities in responding to the inclusive sport and recreation needs in their own region.

Key Responsibilities:

- To develop and implement strategies to drive membership and volunteer growth in the Burnie region
- To manage a program of inclusive sport and recreation activities and to identify and launch new activity opportunities;
- Work with groups, in particular people with disability and mainstream sporting orgs to establish partnerships, including engagement and support of casual coaching staff and volunteers;
- Administrative capabilities – manage venues, infrastructure and safety requirements to ensure effective program delivery across the regions;
- Ability to effectively engage a regional membership base of existing and new members and their families, including identifying opportunities for advocating and increasing presence for New Horizons Tasmania more broadly;

- Assist with recruiting and overseeing casual sports coaches and volunteers to deliver on new and established programs within your region.

Role Capabilities and Skill Requirements

- Empathy, compassion and the proven ability to build strong relationships
- Strong business development background, with extensive experience setting and exceeding targets.
- Ability and desire to cold call organisations/individuals and make 'in-person' meet and greets to generate new opportunities
- High level communication and interpersonal skills, including the ability to liaise with a broad cross-section of community, sporting groups and community partners to uphold the excellent reputation of New Horizons Tasmania at all times.
- Ability to work independently day-to-day, but be committed to a highly collaborative approach which supports the strategic direction of the organisation.
- Capability in the planning and implementation of community programs.
- Good understanding of rigorous WH&S requirements, with the ability to ensure that a safe working and participation environment is maintained.
- A flexible work approach which may involve occasional attendance of sporting carnivals and/or community events on weekends.
- Current Driver's licence for travel in Tasmania.
- Current Working with Vulnerable People Registration.

Please note: This fixed term contract will conclude at the end of June 2024. The potential for extension is dependent on funding.

How to apply

To apply for this role with New Horizons Tasmania, you will need to provide: 1) your CV, including the names and contact details of two referees, and 2) a cover letter setting out your interest in the position and addressing the key responsibilities in the job description.

Applications should be emailed to **Cameron@newhorizonstas.org.au** by close of business on the **23rd of June 2023**.

For further information please contact;
Cameron Burgess
Lead Sport and Recreation Coordinator
cameron@newhorizonstas.org.au