

# THE ROLE OF THE SPORTS OFFICER



**Honoraria** \$793.19 per month

## **Purpose**

You are the Guild's deputy lead on sport, recreation and student physical wellbeing. Working with the Vice President Activities & South West (VPASW) as Department Chair, you coordinate Sports Department Student Representatives, support the Sports Department to run effectively, and turn student feedback into inclusive, safe and engaging sport and recreation opportunities. You help sports clubs to affiliate, develop and deliver value. You operate within the Constitution, Standing Orders and the Sports Department Policy, and you are accountable to the Senate.

## **What the key duties involve day to day**

### Coordinate Sports Department Representatives

Be the first point of contact for Department Reps: circulate agendas, papers and dates; support attendance and preparation for Department meetings.

Track attendance and engagement; prompt debriefs after events in collaboration with the Events & Marketing Team to capture issues, outcomes and follow-ups for the VPASW and Senate reports.

### Assist the VPASW to organise and run the Sports Department

- Help plan the annual Department calendar; schedule meetings in collaboration with the General Secretary; draft agendas aligned to the Annual Department Plan.
- Contribute to the Annual Department Plan and Budget; provide updates on delivery, risks and wins to the VPASW for Secretariat/Senate reporting.

### Develop sports activities, campaigns and student engagement

- Co-design and deliver a balanced, inclusive program: O-Week activations, Clubs Carnival, social sports, SW campus activities, collaboration events with other Departments, and flagship events.
- Plan and run campaigns or pop-ups on community-building and student life ensuring WHS, risk and accessibility are addressed.

### Support Social Sports clubs

- Guide clubs through affiliation in line with the Affiliation Policy.
- Support clubs to develop and grow.

### Evidence, student voice and feedback loops

- Gather feedback via post-event surveys, quick polls, stall chats and club check-ins; map themes by campus, cohort and event type (cost, timing, accessibility, safety, inclusivity, vendor quality).
- Use evidence to refine the annual program and inform submissions or proposals led by the VPASW (e.g., facilities usage, activation needs).
- Close the loop by sharing outcomes and improvements through Department channels and Guild communications.
- Contribute to quarterly and annual reporting.

### Recruitment, continuation and compliance for Department Representatives

- Support the VPASW with recruitment and selection per the Sports Department Policy.

## **What a typical week can look like (varies by period)**

- Prep and run one Sports Department meeting or rep roundtable; produce minutes/action lists.
- Support 1–2 clubs with affiliation or funding requests; coordinate with events/finance teams on logistics or acquittals.
- Progress an activation (e.g., social futsal night, SW campus fitness pop up): book facilities, confirm officials/vendors, align comms, complete risk/WHS checklist.
- Collect and review participation feedback; adjust plans and brief the VPA&SW for Secretariat/Senate reporting.
- Student engagement: answer rep/club queries; run a quick poll on preferred times/formats.

## **Time commitment and expectations**

- Peak periods: O Week and semester starts, Clubs Carnival, end of year transitions and rep recruitment/continuations, and policy consultations impacting facilities or participation.
- Steady part time workload with some evenings or late finishes for events; plan around your study commitments and communicate availability early.

## **What success looks like**

- A motivated, well supported Sports Representative group with consistent participation and effective debriefs that drive program improvements.
- A clear annual calendar across campuses (including South West), strong participation, positive feedback, and safe, compliant delivery.
- Timely club affiliations and fair funding decisions; smooth facility bookings, event logistics and on time acquittals.
- Evidence based improvements (e.g., better scheduling and facility access, diversified sports offerings, strengthened safety practices, increased participation from under represented cohorts).
- Organised records, action logs and on time contributions to Senate/Secretariat reports.

## **Support and training you'll receive**

- Operational team support across events, finance, marketing & communications, compliance and administration to handle day-to-day delivery.
- Governance, WHS, finance and risk training; templates for agendas, minutes, budgets, grant criteria, event run-sheets, and risk assessments.
- Published Department Policy and the Affiliation Policy to guide decisions and establish event planning procedures and practices.

## **Boundaries and good practice**

- Work within the Constitution, Standing Orders and Department Policies; respect financial delegations and approval thresholds.
- Ensure appointments and processes for student reps and clubs follow the relevant policies; document decisions and keep records organised.
- Declare conflicts (e.g., involvement with a club you fund) and recuse as needed; maintain confidentiality for committee papers and student information.
- Provide written reports to the Vice President and to each scheduled Senate meeting; implement Senate directions and keep action logs up to date.