

Role Description - Sport Operations

Position

This is a permanent full-time role.

Role Purpose

The role of Sport Operations is to coordinate and manage a wide range of sports programs, including Saturday sport. You will maintain the effective day-to-day administration of sport for the Senior School, including assisting Head Coaches with the delivery of their training programs.

Meriden has an outstanding record of sporting achievement, with many students competing at state, national, and international levels. You will play a key role in nurturing the talent of each Meriden girl, from beginner to elite athlete, helping her to achieve her full potential.

Experience and Responsibilities

- Represent Meriden proudly and appropriately at all times and on all occasions.
- Attend training sessions, Saturday sport fixtures, IGSA Championship events, and IGSA representative trials to support Meriden coaches and students.
- Assist Head Coaches and the Director of Sport with administrative and other duties as required.
- Liaise with coaches and students, and manage draws, logistics, trials, and team administration.
- Oversee registrations, referee and umpire rosters, communications, and risk management documentation.
- Assist with the organisation and implementation of Meriden school carnivals, sporting camps and tours, and awards evenings.
- Maintain storerooms and team kits, ensuring WH&S compliance.
- Promote sport through photography and school publications, ensuring media policies are upheld.
- Model exemplary sportsmanship and uphold IGSA and school policies.
- Keep the Director of Sport fully informed of any issues arising in relation to students, sport, or any aspect of the role.
- Attend key school events as directed by the Director of Sport.
- Undertake required training, including maintaining a current First Aid certificate at all times.
- Be available for before- and after-school and weekend work, as required by the nature of the role.

Essential Criteria

- Be an excellent communicator and a positive, flexible team member
- Be able to multi-task and problem solve efficiently
- Be able to plan and complete projects and achieve necessary time lines
- Display outstanding organisation skills, ability and stamina to work in multiple environments
- Be able to communicate and motivate students in a variety of methods

Other Skills and Attributes

- A personal appearance and demeanour which represents the School in a positive way
- Clear and effective written and oral communication skills
- Effective time management skills and the ability to work independently with little direct supervision
- Excellent IT skills
- The ability to work as part of a team
- Willingness to embrace and support the Christian ethos of Meriden
- Loyalty to the School and the Principal