



Position Description – GPS Sport Assistant

Position Title:	Sport Assistant
Reports to:	Executive Officer
Primary Location:	Spring Hill
Employment Status:	Part-Time 20hr per week
Current Incumbent:	Vacant
Remuneration:	School administration Service Level 3
Last Review Date:	Nov 2024

CLOSING DATE FOR APPLICATIONS: midday Thursday 28th November 2024. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

The Organisation

The Great Public Schools' Association of Queensland (GPS) aims to provide outstanding opportunities for students from its nine-member schools to participate in an extensive range of sporting and cultural activities. This involves the management of the day to day operations of six (6) fixture sports, 3 (3) cultural activities and four (4) Championship events annually. The Association encourages students to pursue excellence in sport and cultural activities underpinned by the values of commitment, courage, teamwork, healthy competition, integrity, fair play and good sportsmanship.

Role Description

The purpose of the **GPS Sport Assistant** is to assist the **operational** arrangements of sporting and cultural activities to GPS Member Schools and their student community.

The Sport Assistant is directly responsible to the Competition Manager of the Association for assisting in the coordination of competition and results to the GPS database and website.

Responsibilities

1. Providing administrative support to the GPS Office
2. Uploading of competition fixtures to various databases and website
3. Liaise with key member school staff on competition day for fixture results
4. Coordination of competition Ladders and results
5. Uploading, collecting and filing photos for publication
6. Updating internal and external websites

Administration and reporting

- Use event template files and relevant competition documents
- Update GPS Association Sharpoint site with relevant weekly information
- Prepare post-season data analysis and results
- Maintain GPS Association database of records, including archival materials, event records and historical archives
- Provide managerial support to GPS Association Executive Officer and Competition Manager

Competition logistics

- Assist with GPS Association fixtures and championship electronic draws and results, including weekly scheduling
- Assist with the GPS Association Competition databases, including (but not limited to); PlayHQ, GoJaro, MatchDay, SportsTG, Rugby Xplorer and Meet Manager
- Collation and reporting on fixture and championship results

Marketing

- Update the GPS Association website, including content creation, to ensure its ongoing accuracy and relevancy
- Assist in developing official programs for GPS Championship events
- General reports as required by the GPS Association for media use

Key Interactions (internal and external)

- GPS Executive Officer
- GPS Competition Manager
- Member School Directors/ Masters/ Teachers in charge of sport and activities

Direct Reports

- Nil

Required Capabilities and Qualifications

The successful applicant will have the appropriate sports administration qualifications and/ or experience.

The successful applicant will have:

- 2-3 years' experience in assisting programs/services for external clients and meeting client key priorities;
- Experience in delivering projects to specific timelines using operational plans or project plans;
- Advance Excel, Microsoft Word, and IT Skills
- Intermediate to advanced Competition Management Systems skills (Match Day/Sports TG, Meet Manager, Rugby Xplorer, PlayHQ etc.);
- Demonstrated understanding of the required components to conduct a sporting competition;
- Proven ability to juggle multiple projects with conflicting deadlines;
- Willingness to work flexible hours, e.g. outside of normal office hours and on weekends to meet job requirements;
- Relevant multi-sport administration/ management skills (desirable);
- Sound knowledge of the Independent School sector and the role sport and cultural activities play in the success of boys' education (desirable);

Personal Characteristics

The successful applicant will:

- Be a driven individual with the ability to work autonomously and achieve results;
- Have excellent written and verbal communication;
- Have proven attention to detail characteristics;
- Have experience and understanding of sport and cultural events and their operations
- Enjoys being part of a small team and actively contributes to the building of a positive workplace culture;
- Be innovative, high energy, and possess strong work ethics; and
- Is open to new approaches and adaptable to different systems.

Additional Information

- The GPS Sport Assistant position is a part-time term time + 4week contract position
 - Term time + 4week planning
 - 20 hours per week (including Saturdays)
 - Days Monday, Thursday, Friday, Saturday
- Flexible work hours, including Friday nights and Saturday during the school term is a must
- Additional days during school holidays negotiable

- Applicants must possess (or be eligible to obtain) and maintain a current Working with Children Check - Blue Card Queensland.

Prepare Your Application - Applications Must Include

- A cover letter introducing yourself and providing an overview of your work experience, including how you meet the Key Project and Responsibilities (no more than 2 pages)
- CV (no more than 4 pages)
- The names of two referees

Jodie Watson, GPS Executive Officer

jodie.watson@gpsqld.org.au

For enquiries or a confidential discussion, please contact Mrs Jodie Watson on 3214 5441.

Application Process

Applications Open: Friday 15 November 2024

Applications Closing: Thursday 12noon 28 November 2024

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