



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



EDMUND RICE EDUCATION
AUSTRALIA

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Co-curricular Manager (Ongoing)

Commencing 17 January 2022. St Edmund's College is seeking a suitably qualified Co-curricular Manager. Please see the role description below and information on the College website for details on this role and how to apply for the position.

To be appointed to this position in the ACT, the applicant will need a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. Contact Ms Rachel Lemon via employment@stedmunds.act.edu.au if you have further questions.

Applications close: Tuesday 9 November 2021 at 5pm, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@stedmunds.act.edu.au



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Role Description: Co-curricular Manager

GENERAL

The Co-curricular Manager is a permanent role reporting to the Principal through the Director of Business Services. The Co-curricular Manager is responsible for the development, maintenance, delivery and review of the College co-curricular program. The successful applicant for this role must be able to work effectively with students, staff and parents of the College as well as with a range of external people and organisations.

ROLE

Key responsibilities include:

- Providing strategic oversight of the College co-curricular program.
- Leading the delivery of co-curricular programs, events and activities which are engaging, inclusive and meaningfully contribute to the physical and social development of boys.
- Ensuring the efficient day-to-day running and timetabling of all co-curricular activities.
- Overseeing internal and external promotion and communication in relation to the program.
- Leading and directing (as appropriate) the co-ordinators of the various sports and activities.
- Facilitating the development of coaches and managers.
- Ensuring volunteers and staff conduct themselves in accordance with the EREA Code of Conduct, EREA Safeguarding Standards, and relevant College and sport associations' policies and procedures.
- Maintaining positive relationships with other schools and external associations and organisations.

RELATIONSHIPS

- Director of Business Services
- Deputy Principal
- Head of HPE
- College Staff
- Students and parents
- Activity coordinators, coaches and managers
- External sports organisations and other schools

DUTIES

Program delivery and management

- Oversee the coordination and administration of sporting and other co-curricular programs and activities.
- Oversee the allocation of staff to co-curricular activities.
- Oversee student participation in co-curricular activities, ensuring that all students participate in at least one College co-curricular activity.

- Liaise with relevant senior staff to develop and maintain an effective system for collecting and using co-curricular data for the purpose of reporting student participation, progress and achievement, and for strategic analysis.
- Ensure the provision of news, results and future fixtures for College publications, and promote programs and achievements through College publications in association with coordinators/managers/coaches and the Community Engagement Manager.
- Provide recommendations for approval of co-curricular clothing and uniforms.
- Coordinate staff and student participation in ASC, and other local competitions.
- Assist coordinators when St Edmund's College is hosting activities.
- Represent the College at Sports Coordinator meetings and attend other meetings as required e.g. ASC, ACTSSSA, ACTPSSA.
- Coordinate and supervise the co-curricular awards of the College including: Presentation Assembly awards; Sportsman of the Year nominations; the organisation of all co-curricular trophies and medallions and their engraving; the distribution of College pennants; and maintenance of the College Co-curricular and related Honour Boards.
- Oversee the preparation of annual co-curricular reports for the College Year Book.
- Contribute to the development and maintenance of the College calendar.
- Undertake other duties as directed.

Quality and Standards

- Provide coaches, managers and co-ordinators with direction and support in regard to College expectations of Child Safeguarding, program development, student participation and conduct, coaching standards, supervision, reporting and accountability.
- Support coordinators of activities in ensuring that staff and volunteers working in co-curricular activities are inducted, supervised and that legislative and WHS guidelines are adhered to.
- Work with the College Leadership Team to develop and maintain effective procedures for student management, communication of information and duty of care.
- Inform families of expectations relating to co-curricular activities, and associated conduct.
- Respond to parental queries in a timely manner.
- Act on issues as they arise and facilitate the resolution of disputes relating to co-curricular activities.
- Liaise with the Assistant Principal Student Wellbeing and Assistant Principal Junior School in regard to pastoral care and student disciplinary issues arising from co-curricular activities.
- Monitor the quality and effectiveness of co-curricular activities, identify issues concerning the direction of programs and activities, and work with coordinators to review and develop programs and activities to meet the College's strategic goals.

Resources

- Plan, monitor and allocate the co-curricular budget/s as approved by the Director of Business Services.
- Oversee the allocation of College facilities for use in co-curricular activities.
- Ensure that College facilities, buildings, plant and equipment used for co-curricular activities are available, safe, tidy and maintained.
- Ensure sport and activity coordinators have appropriate resources for their activities and that they maintain an inventory of College equipment.
- Approve expenditure by sports and activities coordinators.
- Monitor staff co-curricular involvement and provide documentation to the Director of Business Services to determine the payment of honorariums to staff.

Other

- The Co-curricular Manager will be the Rugby Coordinator and Football Coordinator (see separate role statement)

ROLE REQUIREMENTS

- Knowledge and experience in sports management, recreational and educational activities and programs.
- Well-developed and effective interpersonal and communication skills.
- Excellent organisational skills and the ability to plan and run events.
- Excellent ICT skills.
- A commitment to the holistic development of boys and young men, in an educational setting and in an inclusive way.
- Capacity and willingness to support the Catholic ethos and values of the College.
- Tertiary sports management qualifications would be an advantage.
- Experience working with and coordinating volunteers would also be an advantage.

CONDITIONS

- The successful candidate will be employed under a common law contract. This role is not covered by the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2019-2023 (the Agreement), and subsequent Agreements, however, leave entitlements and pay increases will be in accordance with the Agreement.
- Must maintain a current Working with Vulnerable People registration.
- Must hold or be willing to obtain a 'Provide First Aid' qualification.
- 43 weeks per year (0.9FTE).
- Will be required to work Saturdays during Terms 2 and 3 (typical week will be Tuesday to Saturday) and Monday to Friday in Terms 1 and 4.
- Hours of work on weekdays will typically be 10am – 6pm. Variation to these working hours may be able to be negotiated if College needs are still met.
- Salary circa \$105,000 (pro-rata) plus superannation depending on experience.



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Role Description: Sports Coordinator

GENERAL

A Sports Coordinators for a College sport (Basketball, Cricket, Football, Rugby) is a key position in each sports' program and operation. Each Sports Coordinator reports directly to the Co-curricular Manager. Each Sports Coordinator must work closely and collaborately with staff, students, parents, coaches and managers, and external people and organisations associated with the sport.

DUTIES

Key responsibilities include:

- Create and manage pre-season and in-season calendar.
- Coordinate trials.
- Create the training schedule in collaboration with the Co-curricular Manager.
- Attend meetings with other Colleges and relevant sporting organisations.
- Coordinate registrations and student fees with the Co-curricular Manager.
- Create and manage an approved budget.
- Provide a list of items (for coaching kits) required to be purchased by the Co-curricular Manager.
- Collect coaching kits at the end of the season.
- Write articles for Vortex and Yearbook.
- Be the first point of contact for parents in regard to issues or questions for the sport.
- In collaboration with the Co-curricular Manager appoint coaches and managers to teams where no staff are assigned.
- Assist the Co-curricular Manager and Administration and Compliance Manager with ensuring volunteer coaches and managers are educated regarding Child Safeguarding and that all WwVP Registrations are current.
- Manage and attend match days for home games (Football and Rugby).
- Manage staff and volunteers assigned to coaching and managing roles.

RELATIONSHIPS

- Co-curricular Manager
- Director of Business Services
- Administration and Compliance Manager
- Students
- Parents
- External sports organisations and other schools